

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET ST.

Culbert L. Olson
Governor

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

Sacramento
August 4, 1942

SOCIAL WELFARE BOARD
ARCHIBALD B. YOUNG, CHAIRMAN
808 S. SAN RAFAEL AVENUE
PASADENA
MRS. MARY E. BARKWILL
ROUTE 1, BOX 55
LINDSAY
MELVYN DOUGLAS
9484 WILSHIRE BOULEVARD
BEVERLY HILLS
MRS. T. G. EMMONS
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250 FRONT STREET
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BEN KOENIG
1680 NORTH VINE STREET
LOS ANGELES
J. STITT WILSON
1745 HIGHLAND PLACE
BERKELEY

Honorable Paul Peek
Secretary of State
Room 109, State Capitol
Sacramento, California

FILED
in the office of the Secretary of State
OF THE STATE OF CALIFORNIA
AUG 5 - 1942

My dear Mr. Peek:

We attach one copy of:

NEW ALLOCATION RATE NOTICE NO. 15
(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 5)
July 27, 1942
ADMINISTRATIVE BULLETIN NO. 8
Subject: Stamp Issuing Office Identification
July 27, 1942
AMENDMENT NO. 6 TO FISCAL INSTRUCTIONS
July 28, 1942
OFFICE MEMORANDUM NO. 4
Subject: Holiday, July 4, 1942
July 1, 1942
OFFICE MEMORANDUM NO. 5
Subject: Schedule of Working Hours
July 24, 1942
DIRECT DISTRIBUTION MAILING LIST AMENDMENT NO. 29
(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 2)
July 31, 1942
AMENDMENT NO. 1 (REV.) TO DIRECT DISTRIBUTION BULLETIN NO. 7
(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 7)
August 4, 1942

This material is submitted to you in accordance with Article 21 of Chapter 3 of Title 1 of Part 3 of the Political Code as amended by Chapter 628, Statutes of 1941, covering rules and regulations of the State Department of Social Welfare, Division of Commodity Distribution.

Very sincerely yours,

MARTHA A. CHICKERING, Director

By

E. E. Silveira
Administrative Assistant

Attach.

IN REPLY PLEASE REFER

TO:

DEPARTMENT OF SOCIAL WELFARE
Division of Commodity Distribution

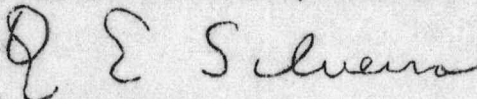
July 27, 1942

NEW ALLOCATION RATE NOTICE NO. 15
(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 5)

Effective immediately, the allocation of Fresh Onions will be to case composition Codes A through J, inclusive, and will be in accordance with Schedule 15 of the Basic Table (Page 4 of DIRECT DISTRIBUTION BULLETIN NO. 5).

Very sincerely yours

MARTHA A. CHICKERING, Director

By 

E. E. Silveira
Administrative Assistant

DEPARTMENT OF SOCIAL WELFARE
Division of Commodity Distribution

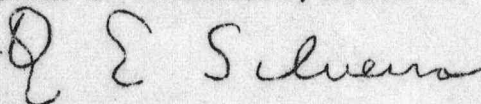
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Very sincerely yours

MARTHA A. CHICKERING, Director

By  E. E. Silveira

E. E. Silveira
Administrative Assistant

STATE DEPARTMENT OF SOCIAL WELFARE

STAMP DISTRIBUTION DIVISION

ADMINISTRATIVE BULLETIN NO. 8

TO: ALL STAMP ISSUING OFFICES

DATE: July 27, 1942

SUBJECT: STAMP ISSUING OFFICE
IDENTIFICATION

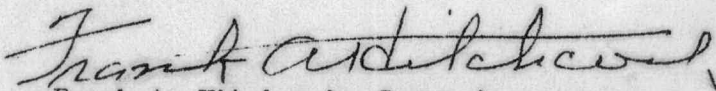
It is now necessary that we number all Stamp Issuing Offices for tabulating machine identification. In the past, numbers have been assigned to Stamp Issuing Offices in Los Angeles County only. Some of these numbers will now be changed.

Stamp Issuing Offices statewide have now been assigned numbers as follows:

<u>NO.</u>	<u>LOCATION</u>
1	2210 West Temple Street, Los Angeles
* 2	2925 East First Street, Los Angeles
* 3	72 North Fair Oaks Avenue, Pasadena
* 4	201 North Tamarind Street, Compton
* 5	5420 Monte Vista Street, Los Angeles
6	64 Market Street, Venice
7	139 West Washington Boulevard, Los Angeles
* 8	110 East Anaheim Boulevard, Long Beach
9	8403 South Hoover Street, Los Angeles
* 10	121 South Granada Street, El Monte
11	3756 Orange Street, Riverside
12	477 West Third Street, San Bernardino
13	2475 Imperial Avenue, San Diego
14	701 Anacapa Street, Santa Barbara
15	200 Van Ness Avenue, San Francisco
16	685 Ninth Street, Oakland
17	323 North First Street, San Jose
18	605 Summer Street, Bakersfield
19	2109 Inyo Street, Fresno
20	904 East Main Street, Stockton
21	620 J Street, Sacramento

* Note change,

MARTHA A. CHICKERING, DIRECTOR


Frank A. Hitchcock, Supervisor
Stamp Distribution Division

STATE DEPARTMENT OF SOCIAL WELFARE

STAMP DISTRIBUTION DIVISION

ADMINISTRATIVE BULLETIN NO. 8

TO: ALL STAMP ISSUING OFFICES

DATE: July 27, 1942

SUBJECT: STAMP ISSUING OFFICE
IDENTIFICATION

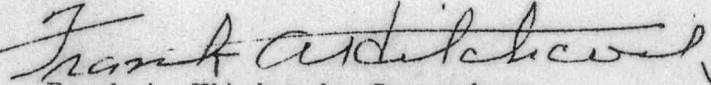
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* Note change,

MARTHA A. CHICKERING, DIRECTOR


Frank A. Hitchcock, Supervisor
Stamp Distribution Division

STATE DEPARTMENT OF SOCIAL WELFARE
Division of Commodity Distribution

July 28, 1942

AMENDMENT NO. 6 TO FISCAL INSTRUCTIONS
(For Division of Direct Distribution Office and Warehouses Only)

Effective August 3, 1942, the Division of Direct Distribution will adopt the State five-day week. However, all operating units must be open to the public on Saturday morning, which will necessitate at least one administrative person working as skeleton force at each office on Saturday morning.

Office Hours: Under the five-day week, office hours will be as follows:

Monday to Friday the office or warehouse will be in operation from 8:30 A.M. to 12:06 P.M., and from 1:00 P.M. to 5:00 P.M..

Saturday morning the office will maintain Public contact 8:30 A.M. to 12:00 noon.

Working Time: The 38-hour working week for State employees is in no way altered by adoption of the five-day week and it will be the responsibility of the warehouse manager to see that all administrative staff in the warehouse average a working time of 38 hours per week.

Absences: Vacation days, holidays and sick leave days taken off by the employee Monday through Friday are equal to seven hours time charged. On Saturday morning vacation, holidays and sick leave off are three hours. Since the employee is not working on such a day the 36 minutes applying toward the five-day week were not worked and in order to be eligible for Saturday morning off the employee must make up this 36 minutes on some other day in the same calendar month.

Skeleton Force: An employee working the skeleton force on Saturday morning should work regular office hours of 8:30 to 12:06, 1:00 to 5:00 during the five weekdays and should work 8:30 to 12:00 on the Saturday morning skeleton force. During the following week the employee should work the same hours from Monday through Thursday and should work from 8:30 to 12:36 on Friday, having the remainder of Friday and the Saturday morning off as compensation for time earned toward the five-day week. Thus, in a two-weeks period the employee will average 38 hours per week.

Time Schedules: Minor deviations from this time schedule may be made at the discretion of the warehouse manager, keeping in mind that each employee must average 38 hours per week and that the office must be in operation from 8:30 to 12:06 and from 1:00 to 5:00 on week days.

Time Recording: Employees absent from the office under the provisions of the five-day week on either Friday afternoon or Saturday morning will be indicated by the Code "CT" (meaning Compensation Time) following or preceding the diagonal indicating A.M. or P.M.. The warehouse manager shall adopt whatever detailed records are necessary to maintain an accurate time reporting.

It is expected that at least two administrative persons will be assigned to all offices in the near future. In the event that the appointment of an additional administrative staff is delayed the warehouse manager may accumulate his time earned toward the five-day week to be taken at a later date.

It is advisable that the skeleton staff be as small as possible, consistent with maintenance of Public contact.

Very sincerely yours

MARTHA A. CHICKERING, Director

By *Wm. C. Ford*

Departmental Accounting Officer

By *E. E. Silva*

Administrative Assistant

STATE DEPARTMENT OF SOCIAL WELFARE
Division of Commodity Distribution

July 28, 1942

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Very sincerely yours

MARTHA A. CHICKERING, Director

By *Wm. C. Ford*

Departmental Accounting Officer

By *E. E. Silveira*

Administrative Assistant

C O P Y

STATE DEPARTMENT OF SOCIAL WELFARE

COMMODITY STAMP DISTRIBUTION

TO: ALL STAMP ISSUING OFFICES

OFFICE MEMORANDUM NO. 4

DATE: July 1, 1942

SUBJECT: HOLIDAY
JULY 4, 1942

All Stamp Issuing Offices will be closed Independence Day,
Saturday, July 4, 1942.

Please post an appropriate notice in the Stamp Issuing Office to
inform participants that they will be unable to make purchases
on July 4, 1942.

MARTHA A. CHICKERING, DIRECTOR

Frank A. Hitchcock, Supervisor
Commodity Stamp Distribution

Copied 8-3-42 rw

Culbert L. Olson
Governor

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET ST.

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

Sacramento
August 14, 1942

Honorable Paul Peek
Secretary of State
Room 109, State Capitol
Sacramento, California

SOCIAL WELFARE BOARD

ARCHIBALD B. YOUNG, CHAIRMAN
808 S. SAN RAFAEL AVENUE
PASADENA

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ROUTE 1, BOX 55
LINDSAY

MELVYN DOUGLAS
9484 WILSHIRE BOULEVARD
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BEN KOENIG
1680 NORTH VINE STREET
LOS ANGELES

J. STITT WILSON
1745 HIGHLAND PLACE
BERKELEY

IN REPLY PLEASE REFER
TO:

Dear Mr. Peek:

Attached are three copies of regulations, currently effective, made by the State Department of Social Welfare.

These regulations are filed in accordance with Article 21 of Chapter 3 of Title 1 of Part 3 of the Political Code as amended by Chapter 628, Statutes of 1941.

Very sincerely yours,

Martha A. Chickering

MARTHA A. CHICKERING, Director
Department of Social Welfare

277:112
Attachments

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
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SAN FRANCISCO OFFICE
DAVID HEWEL BUILDING
995 MARKET ST.

Gilbert L. Olson
GOVERNOR

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

Sacramento
August 3, 1942

FILED
in the office of the Secretary of State
OF THE STATE OF CALIFORNIA
AUG 14 1942

PAUL PECK, Secretary of State
By *Chas. O. Kautz* Deputy

SOCIAL WELFARE BOARD

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MANUAL LETTER NO. 25

1297

You receive herewith two divisions of the Financial Procedures Chapter: County Aid Claims and Transportation of Needy Children Claims; Welfare Personnel Standards, Revisions 21, 22, and 23 (Revision 20 will be forwarded within the next few weeks.); General Provisions, Revisions 6, 7, 8, and 9; Residence, Revisions 21, 22, and 23; Real Property, Revision 33; Personal Property, Revisions 10 and 11; Residence, GR, Revision 1; and the Glossary. This material is to be entered in your copy of the Manual of Policies and Procedures, and the revision numbers are to be canceled on the separators for the revised chapters.

Your attention is directed particularly to the following sections:

Sec. 626-00 to 628-20, inclusive. These sections were approved by the Board on April 24, 1942.

The following form numbers have been changed:

NAME OF FORM	AGED		BLIND		CHILDREN	
	OLD No.	NEW No.	OLD No.	NEW No.	OLD No.	NEW No.
AFFIDAVIT TO ACCOMPANY VOUCHER AID PAY ROLL	AG 19-DFA	AG 800	BL 13-DFA	BL 800	CA 26-DFA	CA 800
CLAIM FOR FEDERAL AND STATE AID (VOUCHER AID PAY ROLL)	AG 23-DFA	AG 801	BL 14-DFA	BL 801	CA 27-DFA	CA 801
RECAPITULATION SHEET	AG 23A-DFA	AG 802	BL 14A-DFA	BL 802	CA 27A-DFA	CA 802
REPORT OF ADJUSTMENTS	AG 56-DFA	AG 803	BL 42-DFA	BL 803	CA 45-DFA	CA 803
REPORT OF CANCELLED WARRANTS	AG 39-DFA	AG 804	BL 20-DFA	BL 804	CA 33-DFA	CA 804
REPORT OF COLLECTIONS	AG 40-DFA	AG 805	BL 21-DFA	BL 805	CA 34-DFA	CA 805
AFFIDAVIT TO ACCOMPANY COUNTY HOSPITAL CLAIM	AG 63-DFA	AG 800-H				
CLAIM FOR STATE AID FOR CARE OF NEEDY AGED PERSONS IN COUNTY HOSPITAL	AG 64-DFA	AG 801-H				
AFFIDAVIT TO ACCOMPANY BOARDING HOME AND INSTITUTION CLAIM					CA 41-DFA	CA 800-BHI
MONTHLY CLAIM FOR STATE AID TO NEEDY CHILDREN FOR CHILDREN LIVING IN BOARDING HOMES AND INSTITUTIONS					CA 42-DFA	CA 801-BHI

Forms bearing the old numbers will continue in use until the stock on hand is exhausted.

Secs. 685-00 to 685-99, inclusive, were approved by the Board on June 26, 1942. They set forth procedures to be followed in filing transportation of needy children claims.

Sec. 073-60 has been revised to cover either temporary or permanent part-time positions.

Sec. 077-02 now provides for educational leave with pay under certain conditions.

Sec. 079-60 allows for cooperation with other public agencies.

Sec. 101-00 This chart has been revised to incorporate changes made by the Legislature in 1941.

Sec. 122-10 has been revised for clarification.

Sec. 122-67 has been revised to further provide against interruption of the aid in transferred cases.

Sec. 132-41 was adopted by the Board on June 26, 1942. It sets forth a new policy on real property held in trust for the benefit of applicants or recipients of aid. It is based on AGO NS-3811 of 10/8/41, and is a change from a policy formerly followed in ANC. This change becomes effective immediately and shall be in operation within 90 days.

Sec. 144-06 was adopted by the Board on June 26, 1942. It sets forth a new policy on personal property held in trust for the benefit of applicants or recipients of aid. It is based on AGO NS-3811 of 10/8/41, and is a change from a policy formerly followed in ANC. This change becomes effective immediately and shall be in operation within 90 days.

Sec. 146-05 has been expanded to contain a more complete discussion of judgments as they affect the eligibility of creditors.

Sec. 146-10 has been revised for clarification.

Secs. 977-15 and 977-20 have been revised in conformity with AGO NS-4336, issued 6/2/42.

Some new definitions have been added to the Glossary which is now reissued in printed form.

Statements contained in the Manual take precedence over the same material previously released in bulletins.

5. Report of Cancelled Warrants (Form Ag, Bl, CA 804, formerly Ag 39 DFA, Bl 20 DFA, CA 33 DFA) which shows warrants cancelled during the month on which participation was allowed in previous months;
6. Report of Collections (Form Ag, Bl, CA 805, formerly Ag 40 DFA, Bl 21 DFA, CA 34 DFA) which shows collections made during the month.

OAS County Hospital Aid Claims consist of the following forms:

1. Aid Affidavit (Form Ag 800-H, formerly Ag 63 DFA) which certifies to the total amount of State aid claimed, as approved by the board of supervisors;
2. Claim for State Aid for Care of Needy Aged Persons in County Hospitals (Form Ag 801-H, formerly Ag 64 DFA);
3. Report of Adjustments (Form Ag 803, formerly Ag 56 DFA) which shows adjustments made during the month.

ANC BHI Aid Claims consist of the following forms:

1. Aid Affidavit (Form CA 800 BHI, formerly CA 41 DFA) which certifies to the total amount of State aid claimed, as approved by the board of supervisors;
2. Aid Pay Roll (Form CA 801 BHI, formerly CA 42 DFA) which shows all recipients of ANC maintained in BHI (excluding children in a boarding home maintained by a relative or legally appointed guardian) as approved by the board of supervisors;
3. Report of Adjustments (Form CA 803, formerly CA 45 DFA) which shows adjustments made during the month;
4. Report of Cancelled Warrants (Form CA 804, formerly CA 33 DFA) which shows warrants cancelled during the month on which participation was allowed in previous months;
5. Report of Collections (Form CA 805, formerly CA 34 DFA) which shows collections made during the month.

626-30 Sec. 626-30 County Designed Aid Claim Forms

OAS; ANB; APSB; ANC

W&IC Secs. 1556; 2189; 3087.3; 3482

The information required on SDSW prescribed forms is the minimum information permissible. Any special county forms shall contain all items required on prescribed SDSW forms. When SDSW forms are not adaptable to special mechanical equipment of a county, forms designed by the county may be used upon approval by the SDSW.

626-40 Sec. 626-40 Submission of Aid Claims

OAS; ANB; APSB; ANC

W&IC Secs. 1556; 1560; 2140; 2189; 3075; 3087.3; 3460; 3482

Aid claims shall be submitted to the SDSW immediately after the end of the month for which such aid claims are made. The ability of the SDSW to submit quarterly statements of expenditures as required by the Federal Government depends upon the prompt submission of aid claims by the counties. Every county should so organize its procedures that it can transmit monthly aid claims immediately after the end of the month and not later than the tenth of the subsequent month.

Cases listed on the pay rolls shall be in State case number order, with the following exception: Cases which have not yet been assigned State numbers shall be listed at the end of the pay roll in alphabetical order. Additional pay rolls for the current month shall be compiled as prescribed above, cross-referenced to and combined with the main pay roll and submitted as one claim.

All copies of the aid claim shall be legible and identical. Care shall be taken that corrections made on one copy are made on the other copies; that no pages are missing or defaced; that the same items appear on the same page of each copy; and that related items in the various columns on the forms are in alignment.

Sec. 626-00 Method of Claiming for Participation by Federal and State Governments

626-00

OAS; ANB; APSB; ANC

W&IC SECS. 1556; 1560; 2024; 2140; 2189; 3075; 3087.3; 3482

Participation in aid paid by the counties under the OAS, ANB, APSB, and ANC laws is allowed by the State and Federal governments on the basis of monthly claims filed by each county. Claims for Federal and State participation are combined on one form. Separate claims are filed for each category of aid except ANB and APSB which are combined as one claim.

Sec. 626-10 Types of Aid Claims

626-10

OAS; ANB; APSB; ANC

W&IC SECS. 1556; 1560; 2024; 2140; 2160.7; 2189; 3075; 3087.3; 3482

There are two types of county aid claims:

1. Voucher

OAS

ANB-APSB (combined as one claim)

ANC

2. Cash

OAS-County hospital

ANC-BHI

Voucher aid claims include all aid payments made by counties except those for children maintained in BHI. (See Sec. 628-10, State Audit of Aid Claims, and Sec. 626-20, Forms Used in Aid Claims.) After audit and approval by SDSW, voucher aid claims are applied as credits against the quarterly advances covering the months for which such aid claims are made. (See Secs. 601-00 to 601-99, Estimates, Advances, Expenditures.)

Cash claims are certified to the State Controller for payment after audit and approval by the SDSW. No cash is advanced to counties to cover these claims.

County hospital claims cover State payments to counties, as provided in Sec. 2160.7 of the W. & I. C., for medical care extended to former OAS recipients confined in county hospitals. (See Sec. 165-15, Basis For State Payment—County Hospital Claim.)

BHI aid claims include all payments for children who have been placed in boarding homes or institutions and payments for whom are based upon fixed monthly rates in lieu of family budgets, excluding payments for children who are in a boarding home maintained by a relative or legally appointed guardian. The latter are included in the voucher aid claims.

Sec. 626-20 Forms Used in Aid Claims

626-20

OAS; ANB; APSB; ANC

W&IC SECS. 1556; 1560; 2024; 2140; 2189; 3075; 3087.3; 3482

OAS, ANB, APSB, and ANC Voucher Aid Claims consist of the following forms:

1. Aid Affidavit (Form Ag, Bl, CA 800, formerly Ag 19 DFA, Bl 13 DFA, CA 26 DFA) which certifies to the total amounts of Federal and State aid claimed, as approved by the board of supervisors;
2. Aid Pay Roll (Form Ag, Bl, CA 801, formerly Ag 23 DFA, Bl 14 DFA, CA 27 DFA) which shows all payments made to recipients of aid (excluding aid paid under Sec. 1556.5 of the W. & I. C. for children maintained in boarding homes or institutions) as approved by the board of supervisors;
3. Recapitulation Sheet (Form Ag, Bl, CA 802, formerly Ag 23-A DFA, Bl 14-A DFA, CA 27-A DFA) which shows the column totals as derived from the pay rolls and the computations of State and Federal participation;
4. Report of Adjustments (Form Ag, Bl, CA 803, formerly Ag 56 DFA, Bl 42 DFA, CA 45 DFA) which shows adjustments made during the month;

2. Non-county (also termed non-county-eligible in ANC) is that in which the required period of county residence has not been acquired. The Federal and State governments participate in payments for these cases.
3. Non-Federal (also termed regular-ineligible in ANC) is that in which Federal eligibility requirements have not been met. The State and county governments participate in payments for these cases.
4. Non-county-non-Federal (also termed non-county-ineligible in ANC) is that in which the required period of county residence has not been acquired and Federal eligibility requirements have not been met. Only the State government participates in payments for these cases.

County hospital, in OAS, is that in which the State pays to the county the State share of OAS the recipient would have received had he not been confined in the county hospital.

627-10 Sec. 627-10 Chart of Financial Participation in Grants of Aid

OAS; ANB; APSB; ANC

(INFORMATION ONLY)

Category of aid	Types of participation	Maximum monthly grant	Ratio of participation		
			Federal share	State share	County share
OAS	Regular	\$40	One-half	One-fourth	One-fourth
	Non-county	40	One-half	One-half	None
	Non-Federal	40	None	One-half	One-half
	Non-county-non-Federal	40	None	Entire grant	None
	County hospital cases	40	None	State's share of OAS person would have received were he not confined in county hospital.	None
ANB	Regular	50	One-half up to \$40 maximum	One-half of balance after deducting Federal share.	One-half of balance after deducting Federal share.
	Non-county	50	One-half up to \$40 maximum	Entire balance after deducting Federal share.	None
	Non-Federal	50	None	One-half	One-half
	Non-county-non-Federal	50	None	Entire grant	None
APSB	Non-Federal	50	None	One-half	One-half
	Non-county-non-Federal	50	None	Entire grant	None
ANC	Regular or regular-eligible	*\$22.50 per child	One-half up to maximum Federal basis of: (a) \$18 per month for one eligible child, (b) \$12 per month for each additional eligible child in same family group.	Two-thirds of balance after deducting Federal share.	One-third of balance after deducting Federal share.
	Non-county or non-county-eligible	*\$22.50 per child	One-half up to maximum Federal basis of: (a) \$18 per month for one eligible child, (b) \$12 per month for each additional eligible child in same family group.	Entire balance after deducting Federal share.	None
	Non-Federal or regular-ineligible	*\$22.50 per child	None	Two-thirds	One-third
	Non-county-non-Federal or non-county-ineligible	*\$22.50 per child	None	Entire grant	None

* The maximum payment in which the State participates (Basis for State Participation) under the ANC law is \$22.50 per month for each child. The county may supplement an additional amount above the \$22.50 per month per child from county funds; however, the State does not participate in such additional amounts. The Federal basis for participation is not in addition to, but is included in, the \$22.50 maximum.

627-20 Sec. 627-20 Apportionment of Grants on Pay Rolls or Claims

OAS; ANB; APSB; ANC

W&IC. SECS. 1556; 2089; 3087.3; 3482

The Federal and State shares are computed on the total basis by use of the Recapitulation Sheet (Form Ag, Bl, CA 802) which is self-explanatory. (See Sec. 626-20, Forms Used in Aid Claims.) In county hospital claims, the Aid Affidavit (Form Ag 800-H) also serves as the recapitulation sheet.

Aid claims should include all county approved cases on which aid has been paid for the current month. All payments included in each aid claim shall cover aid paid for the particular month for which the claim is filed. Payments made during the current month for previous months shall be filed on separate claims covering each month for which the aid is paid. (See Sec. 626-50, Supplemental Aid Claims.) County hospital aid claims in OAS should include all persons confined in county hospitals during the current month who meet the requirements of Sec. 2160.7 of the W. & I. C. (See Sec. 629-99, County Aid Claim Forms, and Sec. 165-00, Payment to County Under W. & I. C. Sec. 2160.7.)

Sec. 626-50 Supplemental Aid Claims

626-50

OAS; ANB; APSB; ANC **W&I C Secs. 1556; 1560; 2140; 2189; 3075; 3087.3; 3460; 3482**

Aid claims supplementing the original claims filed for a particular month are approved by the SDSW only:

1. When the SSWB has ordered payment of retroactive aid to an individual or reimbursement to a county through the appeal procedure (see Sec. 325-90, Disposition of Case After SSWB Decision);
2. When retroactive payments of OAS are occasioned by completion of investigation more than 90 days after date of application.

Supplemental claims should be filed as soon as possible and not later than the tenth of the month following that in which the aid is paid. A separate supplemental claim shall be filed for each month involved. Retroactive aid shall not be included in the claim for the current month.

Sec. 626-60 Identification on Aid Pay Rolls

626-60

OAS; ANB; APSB; ANC **W&I C Secs. 1556; 1560; 2140; 2189; 3075; 3087.3; 3460; 3482**

The following information shall be included on each aid pay roll (Form Ag, Bl, CA 801, CA 801 BHI): county filing claim; month and year for which claim is filed; warrant numbers and dates (except on county hospital claims); State case numbers; and apportionment of grants. (See Sec. 627-20, Apportionment of Grants.)

In OAS, ANB, and APSB, the recipient's name shall be shown exactly as it appears in the signature on his Application (Form Ag, Bl 200, Bl 200A) and on the warrant. When a guardian of the estate or of the person and estate has been legally appointed, both the name of the guardian and the recipient are shown on the aid pay roll (Form Ag, Bl 801).

In ANC, the name of the payee shall be shown exactly as it appears on the application (Form CA 200) or latest Notice of Change (Form CA 232) and the warrant, with the family and given names of all the children for whom aid has been granted. The total numbers of children in each family group eligible and ineligible to Federal participation are also shown on the aid pay roll (Form CA 801).

(See Sec. 610-40, Identification on Warrants, Sec. 202-20, The Application Form and Sec. 629-99, County Aid Claim Forms.)

Sec. 627-00 Definition of Types of Cases with Respect to Financial Participation by Federal, State, or County Government

627-00

OAS; ANB; APSB; ANC **W&I C Secs. 1560; 2140; 3075; 3460**

The status of a recipient on a voucher claim is denoted by the following standard terminology and claim shall be made accordingly:

1. Regular (also termed regular-eligible in ANC) is that in which the required period of county residence has been acquired and Federal eligibility requirements have been met. The Federal, State and county governments participate in payments for these cases.

In making this separation, the following rules are observed:

- A. When a family unit is composed of two or more children, and all of the children do not have a common status with respect to Federal participation, the grant is divided evenly between the eligible and ineligible children, except as stated in B below:

Example: A family unit consists of five children, three of whom are eligible for Federal participation. The grant for this family unit is \$90. Three-fifths, or \$54, is apportioned to the three eligible children, and two-fifths, or \$36, is apportioned to the two ineligible children. (See Case No. 1, Form CA 801.)*

- B. When, by using the above method, the apportionment to the eligible children is less than the maximum amount in which the Federal Government participates (\$30 for two children, \$42 for three children, \$54 for four children, etc.), then the maximum amount upon which the Federal Government participates is apportioned to the eligible children and the remainder of the grant is apportioned to the ineligible children.

Example: A family unit consists of five children, three of whom are eligible for Federal participation and two of whom are not eligible for Federal participation. The total grant for this family unit is \$60. Of this total grant, \$42 (the basis for Federal participation for three eligible children) is apportioned to the eligible children, and the remainder, \$18, is apportioned to the two ineligible children. (See Case No. 2, Form CA 801.)*

- C. When a family unit is composed of only one child, or when all of the children in a family unit have the same status with respect to Federal participation, no apportionment is made. The total grant for the family unit is shown as eligible if all the children are eligible for Federal participation, or as ineligible if all of the children are ineligible for Federal participation. (See Case No. 3, Form CA 801.)*

(See Sec. 627-00, Definition of Types of Cases.)

BHI Aid Pay Rolls (Form CA 801 BHI) do not include children eligible for Federal participation. (See Sec. 626-00, Method of Claiming Participation by Federal and State Governments.) The Warrant Amount and the Basis for State Participation are extended to the corresponding columns.

The Basis for State Participation (the total amount paid, not to exceed \$22.50 per child) is divided into two columns as follows:

1. Amounts for children having one or more years' county residence;
2. Amounts for children who do not have one year county residence. (See Case No. 1 and Case No. 2, Form CA 801 BHI.)*

627-25 Sec. 627-25 County Hospital Claim

(INFORMATION ONLY)

For information on this subject, see:

Sec. 165-15, Basis for State Payment—County Hospital Claim

Sec. 626-10, Types of Aid Claims

Sec. 626-20, Forms Used in Aid Claims

Sec. 627-10, Chart of Financial Participation in Grants of Aid

Sec. 627-20, Apportionment of Grants on Pay Rolls or Claims

Sec. 627-40, Partial Month Claims—Computation of Total Amounts

Sec. 629-99, County Aid Claim Forms

* Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms.

OAS

Voucher Aid Pay Roll (Form Ag 801) is composed of:

1. Regular cases for which no designation is necessary. The total grant shall be shown. (See Case No. 1, Form Ag 801.)*
2. Non-county cases—designated by one asterisk (*) or the term "non-county." The total grant shall be shown. The Federal and State shares may be extended to the corresponding columns. (See Case No. 2, Form Ag 801.)*
3. Non-Federal cases—designated by two asterisks (**) or the term "non-Federal." The total grant shall be shown. The State share may be extended to the corresponding column. (See Case No. 9, Form Ag 801.)*
4. Non-county-non-Federal—designated by three asterisks (***) or the term "non-county-non-Federal." The total grant shall be shown. The State share may be extended to the corresponding column. (See Case No. 6, Form Ag 801.)*

Extension of Federal and State shares is not mandatory, but may be shown for easier segregation of the different types of cases in compiling the Recapitulation Sheet (Form Ag 802).

County Hospital Aid Claim (Form Ag 801-H) is composed of regular and non-county cases. Show in the corresponding columns the total amount of the grant to which recipients would be eligible under OAS Law if they were not confined in the county hospital. (See Form Ag 801-H in Sec. 629-99, County Aid Claim Forms.)

ANB; APSB

Voucher Aid Pay Roll (Form Bl 801) consists of cases approved under both the ANB and APSB laws and is composed of:

1. Regular cases for which no designation is necessary. The total grant and the amount in excess of \$40 shall be shown. (See Case No. 1, Form Bl 801.)*
2. Non-county cases designated by one asterisk (*) or the term "non-county." The total grant and the amount in excess of \$40 shall be shown. The Federal and State shares may be extended to the corresponding columns. (See Case No. 3, Form Bl 801.)*
3. Non-Federal cases—designated by two asterisks (**) or the term "non-Federal." The total grant shall be shown. The State share may be extended to the corresponding column. (See Case No. 7, Form Bl 801.)*
4. Non-county-non-Federal cases—designated by three asterisks (***) or the term "non-county-non-Federal." The total grant shall be shown. The State share may be extended to the corresponding column. (See Case No. 5, Form Bl 801.)*

Extension of Federal and State shares is not mandatory, but may be shown for easier segregation of the different types of cases in compiling the Recapitulation Sheet (Form Bl 802).

ANC

Voucher Aid Pay Roll (Form CA 801) consists of cases both eligible and ineligible for Federal participation. The Warrant Amount, Basis for State Participation and Basis for Federal Participation are extended to the corresponding columns. Children who do not have one year county residence are designated by one asterisk (*) in the appropriate column. (See Case No. 18, Form CA 801.)*

The Basis for State Participation (the total amount paid, not to exceed \$22.50 per child) is divided into two columns as follows:

1. One total amount for that portion of the grant allowed for all children in each family group eligible to Federal participation, and
2. One total amount for that portion of the grant allowed for all children in each family group ineligible to Federal participation.

* Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms.

Example b: OAS recipient receiving aid at the rate of \$40 a month is admitted to county hospital on November 4. OAS is discontinued November 30, as recipient is to be hospitalized indefinitely. Sixty day period terminates January 2. Payment to county for hospital care beginning January 3 is allowed for 29 days in the basic amount of \$37.42 ($29/31 \times \40). The actual payment by the State is one-fourth of that amount (\$9.36) in a regular case or one-half (\$18.71) in a non-county case. (See Case No. 1, Form Ag 801-H.)* (See Sec. 165-15, Basis for State Payment—County Hospital Claim.)

Example c: ANB begins on February 4 during a 28-day month at the rate of \$50 a month. Aid for 25 days is allowed ($25/28 \times \$50$), making a total payment of \$44.64.

Example d: ANC in the amount of \$22.50 a month is discontinued on February 24 during a 29-day month. Aid for 24 days is allowed ($24/29 \times \$22.50$), making a total payment of \$18.62.

Example e: The amount of ANC paid a family unit of three children is decreased from \$67.50 to \$45 a month on January 23, because one child reaches the age of 18 on that date. Aid for 22 days at the rate of \$67.50 ($22/31 \times \$67.50 = \47.90) plus 9 days' aid at the rate of \$45 ($9/31 \times \$45 = \13.06) is allowed, making a total payment of \$60.96. (See Case No. 6, Form CA 801.)*

For additional examples, see Sec. 627-50, Computation of Payments When Child Transfers Between BHI and Private Home; Sec. 627-70, 18th Birthday—State and Federal Participation; and Sec. 627-85, Federal Participation When Additional Child Becomes Eligible During Month (Example b).

627-45 Sec. 627-45 Partial Month Claims—Basis for Federal Participation

OAS; ANB; ANC

W&IC Secs. 1510; 1553; 1554; 2020; 2186; 3084; 3087; 3087.1; 3087.2

In all eligible cases for which a partial month claim is made, the basis for Federal participation is the actual amount of aid paid, not to exceed the Federal maximum. Federal participation is not prorated.

Example a: When 20 days' aid at the rate of \$40 a month, or \$26.67, is paid to an OAS recipient, \$26.67 is the basis for Federal participation. (See Case No. 11, Form Ag 801.)*

Example b: When 25 days' aid at the rate of \$50 a month, or \$41.67, is paid to an ANB recipient, \$40 is the basis for Federal participation. (See Case No. 10, Form BI 801.)*

Example c: When 20 days' aid at the rate of \$22.50 a month, or \$15, is paid to one eligible child, \$15 is the basis for Federal participation. (See Case No. 7, Form CA 801.)*

627-50 Sec. 627-50 Computation of Payments When Child Transfers Between Boarding Home or Institution and Private Home

ANC

W&IC Secs. 1553; 1556; 1556.5; 1559; 1560

When a child on whose behalf ANC is paid is moved from a boarding home to the home of a relative or legally appointed guardian (or vice versa) during a month, the information as shown on the Notice of Change (Form CA 232) as to the date of the change is the basis for allowance of claims; i.e., the date on which the change was effective determines the number of days during which the child is on aid in each home and the amount of payment to each payee.

Example a: A child is living in a boarding home and aid is paid to the boarding home at the rate of \$22.50 a month. On January 5, the child leaves the boarding home and is placed in the home of a relative. Aid is approved to begin in the relative's home on January 5 at the rate of \$20 a month and is reported accordingly on Form CA 232. Participation is allowed on 4 days' aid at the rate of \$22.50 per month ($4/31 \times \22.50), or \$2.90 on the BHI claim; and participation is allowed on 27 days' aid at the rate of \$20 a month ($27/31 \times \20), or \$17.42 on the voucher claim. (See Case No. 3, Form CA 801 BHI, and Case No. 8, Form CA 801.)*

* Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms.

Sec. 627-30 Basis for Federal Participation

627-30

OAS; ANB; ANC

W&IC Secs. 1510; 1553; 1554; 2020; 2186; 3084; 3087; 3087.1; 3087.2

There is no Federal participation in initial payments not made in the month for which such payments are approved, except in appeal cases approved by the SSWB. (See Sec. 325-75, Retroactive Aid; Sec. 611-60, Initial Payments; Sec. 611-70, Retroactive Initial Payments; and Sec. 626-50, Supplemental Aid Claims.)

OAS; ANB

In OAS and ANB, the maximum basis for Federal participation is \$40. The actual Federal share is one-half the monthly grant up to a total grant of \$40 on all cases which meet Federal eligibility requirements.

Federal participation is not available for any retroactive OAS payments for any months between the expiration of the 90-day investigation period and the month in which eligibility is finally established and assistance authorized.

Example: Application for OAS is signed on September 25, 1941. The 90-day period expires December 24, 1941, but determination that applicant is eligible is not made by the board of supervisors until March 5, 1942, approving aid to begin January 1, 1942, the first of the month following the expiration of the 90-day period. There is no Federal participation in the OAS payments made for January and February, 1942. (See Case No. 6, Form Ag 801.)*

ANC

In determining the maximum basis on which the Federal share is computed in ANC, the total grant to a family unit is considered. The maximum Federal basis is \$18 for one child and \$12 for each additional eligible child in the family unit. Therefore, if there is one eligible child in a family unit, the maximum basis for Federal participation is \$18; if there are two eligible children in the family unit, the maximum basis for Federal participation is \$30; if there are three eligible children, the maximum basis is \$42; etc. The actual Federal share is one-half of the amount paid up to the maximum Federal basis.

Example: A family unit consists of four eligible children and the total grant to the family paid by one warrant is \$60. The basis for Federal participation in this case is \$54 (the maximum Federal basis for four children). (See Case No. 4, Form CA 801.)*

When one or more children of a family group have non-county status and the remaining children have regular status, the \$18 basis for Federal participation is allocated to a child having regular status. (See Case No. 5, Form CA 801.)*

Sec. 627-40 Partial Month Claims—Computation of Total Amounts

627-40

OAS; ANB; APSB; ANC

W&IC Secs. 1560; 2140; 3075; 3460

In computation of a partial month claim, the rate of aid per day is computed on the basis of the actual number of days in the month. The appropriate SDSW rate table should be used to determine the amount of such claim. Aid is claimed for both the date of beginning and date of discontinuance.

Example a: OAS in the amount of \$40 a month begins on April 4. Aid for 27 days is allowed ($27/30 \times \$40$), making a total payment of \$36.

* Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms.

When the child reaching the age of 18 is the only child in the family unit receiving ANC, the final warrant is prorated over the portion of the month during which the child is eligible and covers the number of days up to, but *not including the eighteenth birthday*.

Example a: \$20 a month ANC is paid on behalf of one child eligible to Federal participation. This child becomes 18 years of age on January 19. Therefore, the final warrant is issued in the amount of \$11.61 ($18/31 \times \20). Federal participation is based on the actual payment of \$11.61. (See Case No. 12, Form CA 801.)*

When other children in the family unit are receiving ANC and the family grant exceeds \$22.50 per child for the remaining children, after discontinuance of aid to the 18 year old child, the basis of State participation is reduced to an amount not exceeding \$22.50 per child, effective on the date the one child becomes 18 years of age.

Example b: \$67.50 ANC is paid to a family unit consisting of three children eligible for Federal participation. One child becomes 18 years of age on January 11. ANC is decreased to \$45. The basis for State participation is computed as follows:

10 days @ \$67.50 for 3 children = \$21.78

21 days @ \$45.00 for 2 children = \$30.48

Total basis for State participation = \$52.26

Federal participation is based upon the maximum for three children for the full month, or \$42. (See Case No. 13, Form CA 801.)*

When other children in the family unit are eligible to ANC and the grant for the family does not exceed \$22.50 per child for the remaining children, after discontinuance of aid for the 18 year old child, it will not be necessary to reduce the amount of aid paid to the family if the budget deficit remains the same.

Example c: \$45 ANC is paid to a family unit consisting of three children eligible to Federal participation. One child becomes 18 years of age on January 9. The budgetary deficiency of the family continues at the rate of \$45; therefore, the county may continue the grant of \$45 for the other two children. State participation for the month of January is based upon the amount of \$45, and Federal participation is based upon the maximum for three children, or \$42. (See Case No. 14, Form CA 801.)*

627-80 Sec. 627-80. Federal Participation on Children Between Ages of 16 and 18 Years

ANC

W&IC SECS. 1553; 1560

The Federal Government participates in ANC for children between the ages of 16 and 18 years if such children are regularly attending school in accordance with rules and regulations of the SDSW, and provided the children are otherwise eligible for Federal participation. (See Sec. 105-15, Age, ANC Law; Sec. 627-70, 18th Birthday—State and Federal Participation; and Sec. 628-00, Payees Eligible Under Social Security Act.)

627-85 Sec. 627-85 Federal Participation When an Additional Child Becomes Eligible for Aid During Month

ANC

W&IC SEC. 1553

Federal participation for the full month is allowed for an additional child of a family receiving ANC for whom aid is approved to begin during the month, who meets all Federal requirements of eligibility, provided the grant is made in one total amount, one warrant is issued for the entire family group, and no separate amount is shown for the additional child.

Example a: Two children eligible for Federal participation are receiving aid at the rate of \$40 on January 1. Aid is approved to begin on January 14 for an additional child of the same family who is also eligible for Federal participation. Aid continues at the rate of \$40 for the family. One warrant is issued in the amount of \$40 and the basis for Federal participation for the three children is \$40. (See Case No. 15, Form CA 801.)*

* Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms.

When a child on whose behalf ANC is paid is moved from the home of a relative or legally appointed guardian to a boarding home or institution during a month, if payment for the full month has been made in advance to the relative or guardian, the full month's aid will be allowed on the voucher claim. No aid is claimed on the BHI claim for that month, the adjustment of funds being made between the payees. When, however, the change in homes is known in advance and the relative or legally appointed guardian is paid only for the number of days during which the child is to be in his home and a warrant is issued to a boarding home for the remainder of the month, aid may be claimed on both the voucher and BHI claims in the amounts paid to each payee during that month.

Example b: A child is living in the home of a relative and ANC in the amount of \$22.50 is paid to the relative on January 1. On January 25, the child is placed in a boarding home at the same rate of aid. The relative gives the boarding home \$5.08 for the care of the child for the period January 25 through January 31 ($7/31 \times \$22.50$). Aid is claimed only on the voucher claim in the amount of \$22.50 with the relative shown as payee. Form CA 232 shows the effective date as of February 1. (See Case No. 9, Form CA 801.)*

Example c: A child receiving \$22.50 who is living in the home of a relative is to be placed in a boarding home on January 16 at a grant of \$20. This change is known in advance and two warrants are issued—one to the relative for \$10.89 ($15/31 \times \22.50) and one to the boarding home for \$10.32 ($16/31 \times \20). Aid is claimed on both the voucher and boarding home claims. Form CA 232 reports the change in payee and the decrease in aid effective as of January 16. (See Case No. 10, Form CA 801, and Case No. 4, Form CA 801 BHI.)*

In no event may the total basis for State participation claimed on both voucher and BHI claims for the same month exceed \$22.50 per child.

Sec. 627-60 State and Federal Participation When Child Becomes Ineligible During Month Other Than Because of Eighteenth Birthday 627-60

ANC

WALIC SECS. 1553; 1554; 1559; 1560

When a child in a family receiving ANC becomes ineligible during a month for some reason other than because of reaching his eighteenth birthday, the discontinuance of aid is not effective until the end of the month in which ineligibility occurs. ANC is allowed for the full month for such a child, except for a child living in boarding home or institution for whom board and care is paid only for the actual number of days in the home. (See Sec. 627-40, Partial Month Claims—Computation of Total Amounts.)

When the child for whom aid is discontinued is eligible for Federal participation, Federal participation is computed for the full month for such a child, not to exceed the Federal maximum.

Example: Three children eligible to Federal participation are receiving ANC at the rate of \$67.50 a month on January 1. On January 15, one child is placed in a public institution and ANC is discontinued on January 31. The total basis for State participation in this case is \$67.50, and the basis for Federal participation is \$42. (See Case No. 11, Form CA 801.)*

Sec. 627-70 Eighteenth Birthday—State and Federal Participation

627-70

ANC

WALIC SECS. 1522; 1553; 1560

No aid under the ANC Law shall be paid on behalf of any child past his eighteenth birthday. Discontinuance is effective as of the date immediately preceding the birthday. Federal participation is based on the amount actually paid, not to exceed the Federal maximum. (See Sec. 105-15, Age, ANC Law; Sec. 627-80, Federal Participation on Children Between 16 and 18; Sec. 627-40, Partial Month Claims—Computation of Total Amounts; and Sec. 627-45, Partial Month Claims—Basis for Federal Participation.)

* Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms.

C. Who bears one of the following degrees of relationship:

- | | |
|---|--|
| 1. Father | 14. Step-mother (but not her parents) |
| 2. Adoptive father | 15. Brother |
| 3. Mother | 16. Brother of the half-blood |
| 4. Adoptive mother | 17. Brother-in-law |
| 5. Grandfather | 18. Half-brother-in-law |
| 6. Grandfather-in-law (meaning the husband by a second marriage of one of the child's natural grandmothers) | 19. Adoptive brother |
| 7. Great-grandfather | 20. Sister |
| 8. Adoptive father of the child's natural parent | 21. Sister of the half-blood |
| 9. Grandmother | 22. Sister-in-law |
| 10. Grand-mother-in-law (meaning the wife by a second marriage of one of the child's natural grandfathers) | 23. Half-sister-in-law |
| 11. Great-grandmother | 24. Adoptive sister |
| 12. Adoptive mother of a child's natural parent | 25. Step-brother |
| 13. Step-father (but not his parents) | 26. Step-brother-in-law |
| | 27. Step-sister |
| | 28. Step-sister-in-law |
| | 29. Uncle (of the half- or whole-blood) |
| | 30. Aunt (of the half- or whole-blood) |
| | 31. Uncle-in-law |
| | 32. Aunt-in-law |
| | 33. Great-uncle (including great, great, etc.) |
| | 34. Great-aunt (including great, great, etc.) |

628-05 **Sec. 628-05 Reporting of Cancelled Aid Warrants**

OAS; ANB; APSB; ANC

W&IC SECS. 1560; 2140; 3075; 3460

Any warrants for which claims were allowed by the SDSW, and which are subsequently cancelled, shall be reported in their respective items on the Aid Affidavits (Form Ag, Bl, CA 800, CA 800 BHI). Detail is shown on the Report of Cancelled Warrants (Form Ag, Bl, CA 804) which accompanies each respective claim. Current cancellations shall be crossed off the Aid Pay Roll (Form Ag, Bl, CA 801, CA 801 BHI) and shall not be included in any totals on the aid claims. (See Sec. 611-90, Cancellation of Aid Warrants.)

628-10 **Sec. 628-10 State Audit of Aid Claims**

OAS; ANB; APSB; ANC

W&IC SECS. 1556; 2149; 3087.3; 3482

County aid claims are audited to records in the office of the SDSW and certified to the State Controller in the amounts for which such aid claims are approved.

County aid claims are allowed according to the authorization in the SDSW files at the time of audit. Such authorization shall be forwarded to the SDSW immediately and must be received not later than 15 days after action by the board of supervisors to avoid loss of State and Federal participation in the amounts claimed. It is important that there be complete coordination between the county welfare department and the county auditor's office, or any other unit which prepares aid claims, to effect the prompt submission of all necessary documents supporting every aid claim, and to insure the inclusion of an aid claim for every approved case.

628-20 **Sec. 628-20 Aid Claim Correction**

OAS; ANB; APSB; ANC

W&IC SECS. 1556; 2149; 3087.3; 3482

A claim letter notifies the counties of approval of aid claims or corrections and changes in amounts made during the aid claim audit by the SDSW. The reason for each change or correction is given to assist the counties in correcting continuing errors and to demonstrate the correct method of computing claims.

The county financial records should be reconciled to the claim correction letters so that State and county records agree. Questions should be immediately taken up with the SDSW.

Example b: Two children eligible for Federal participation are receiving aid at the rate of \$55 (\$45 basis for State participation and \$10 county supplemental aid). An additional child becomes eligible for ANC on January 13, who is also eligible for Federal participation. The monthly basis for State participation is increased to \$55 and ANC is continued at that rate. One warrant in the amount of \$55 is issued. The basis for State participation for the month of January is \$51.13 (computed as shown below), and the Federal basis is \$42. (See Case No. 16, Form CA 801.)*

12 days @ \$45 = \$17.42

19 days @ \$55 = 33.71

Total basis for State
participation ----- \$51.13

When, however, a supplemental warrant is drawn subsequent to the issuance of the first warrant because an additional child becomes eligible during the month, the amount subject to Federal matching is computed on the basis of each individual warrant.

Example c: Two children eligible to Federal participation are receiving ANC at the rate of \$45 on January 1. The family grant is increased to \$56 on January 14, when ANC is approved to begin for an additional child of the same family who is also eligible to Federal participation. The method of arriving at the total payment for that month is as follows:

13 days @ \$45 = \$18.87*

18 days @ \$56 = 32.51

Total basis for State
participation ----- \$51.38

At the beginning of the month, one warrant is drawn in the amount of \$45 for the first two children, and in the middle of the month a supplemental warrant in the amount of \$6.38 is issued to cover the increase for the third child.

The basis for Federal participation is \$30 in the first warrant of \$45 issued for the first two children, and \$6.38 in the supplemental warrant issued for the additional child, or a total of \$36.38 for the three children, instead of \$42. (See Case No. 17, Form CA 801.)*

One warrant in the amount of \$56 is issued for the next month, if the children remain eligible for the same amount. The basis for Federal participation is \$42.

Sec. 627-90 Two or More Family Units in One Household

627-90

ANC

WLC Secs. 1553; 1560

When two or more family units are maintaining the same household and there is a responsible person, as defined in Sec. 628-00, Payees Eligible Under Social Security Act, in charge of each family unit who receives separate monthly warrants, Federal participation is available in the amount of one-half of the grant up to a maximum of \$18 for one eligible child in each family group, and up to a maximum of \$12 for each of the additional eligible children in each family group. (See Case No. 3 and Case No. 4, Form CA 801.)* When all of the children in a household are in the care and control of one person or the aid for all of the children in the household is paid to one person, Federal participation is allowed in the amount of one-half the grant up to a maximum of \$18 for only *one* eligible child in the household and up to a maximum of \$12 for each additional eligible child in the same household. (See Case No. 2, Form CA 801.)*

Sec. 628-00 Payees Eligible Under Social Security Act

628-00

ANC

WLC Secs. 1553; 1560

Federal participation is available for ANC only when the child or children are living in the home of the person:

A. To whom the warrant is issued;

B. Whose signature appears either on the Application (Form CA 200), or on the Notice of Change (Form CA 232);

* Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms.

FORM AG 802 (revised)—May, 1942
(Formerly Ag 21A-DFA)
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
Recapitulation Sheet
To Accompany Pay Roll (Form Ag 801)
For Federal and State Grants of Old Age Assistance

FORWARD TWO COPIES TO
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIA

RECAPITULATION SHEET

FROM XX COUNTY

FOR AID TO NEEDY AGED PERSONS

FOR MONTH OF JANUARY 19 42

	COLUMN 1 TOTAL AID PAID UNDER OLD AGE SECURITY LAW (Total Col. 4, Form Ag 801)	COLUMN 2 FEDERAL SHARE	COLUMN 3 STATE SHARE
A) TOTAL AID (Non-Federal, Non-County Non-Federal, Non-County and Regular Cases.) Show in Column 1	\$ 397.17		
B) LESS: TOTAL OF NON-FEDERAL CASES Show in Column 1 (State share is $\frac{1}{2}$ of Total, show in Column 3)	\$ 60.00		\$ 30.00
C) LESS: TOTAL OF NON-COUNTY NON-FEDERAL CASES Show in Columns 1 and 3	\$ 40.00		\$ 40.00
D) BASIS FOR FEDERAL PARTICIPATION Show in Column 1 (Item A minus Items B and C)	\$ 297.17		
E) LESS: TOTAL OF NON-COUNTY CASES Show in Column 1 (Federal share is $\frac{1}{2}$ of Total, show in Column 2; State share is $\frac{1}{2}$ of Total, show in Column 3)	\$ 75.75	\$ 37.87	\$ 37.88
F) TOTAL OF REGULAR CASES Show in Column 1 (Item D minus Item E) (Federal share is $\frac{1}{2}$ of Total, show in Column 2; State share is $\frac{1}{2}$ of Total, show in Column 3)	\$ 221.42	\$ 110.71	\$ 55.36
G) GRAND TOTALS	\$ 397.17	\$ 148.58	\$ 163.24
	Same as Item A. (Amount carried forward to Item 1 on Affidavit, Form Ag 800.)	Item E plus Item F. This total is $\frac{1}{2}$ of Item D, Column 1. (Amount carried forward to Item 2 on Affidavit, Form Ag 800.)	Item B plus Items C, E, and F. (Amount carried forward to Item 3 on Affidavit, Form Ag 800.)

FORM AG 802

FORM AG 803 (revised)—December, 1941
(Formerly Ag 14-DFA)
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
Adjustment Schedule to Accompany
Monthly Aged Claim

REPORT OF ADJUSTMENTS

FROM XX COUNTY

FOR AID TO NEEDY AGED PERSONS

TO ACCOMPANY JANUARY 19 42, MONTHLY AGED CLAIM

SUBMIT TWO COPIES TO
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIA

(1) FAMILY	(2) NAME GIVEN	(3) STATE NUMBER	(4) PERIOD COVERED BY ADJUSTMENT	(5) REASON FOR ADJUSTMENT	(6) TOTAL AMOUNT OF ADJUSTMENT	(7) EXCESS	(8) FEDERAL	(9) STATE	(10) REMARKS
DANSON,	ALBERT	1002	7/1/39 - 6/30/40	Excess Income	10.00	XX	5.38	2.62	
Form Ag 808 (formerly Ag 18-DFA) should be submitted for each repayment upon its receipt by the County and prior to its being reported on this schedule.									

FORM AG 803

FORM AG 804 (revised)—May, 1942
(Formerly Ag 19-DFA)
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
Cancellation Schedule to Accompany
Monthly Aged Claim

REPORT OF CANCELLED WARRANTS

FROM XX COUNTY

FOR AID TO NEEDY AGED PERSONS

TO ACCOMPANY JANUARY 19 42, MONTHLY AGED CLAIM

SUBMIT TWO COPIES TO
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIA

(1) FAMILY	(2) NAME GIVEN	(3) STATE NUMBER	(4) WARRANT NUMBER	(5) WARRANT DATE	(6) MONTH AND YEAR CLAIMED	(7) WARRANT AMOUNT	AMOUNT OF CANCELLATION			(10) Do Not Write in This Column
							(7) Total	(8) Federal	(9) State	
GRAY	HENRY	11	10658	12/1/41	12/31	10.00	* 10.00	20.00	20.00	
ALLEN	MARY	12	10655	12/1/41	12/31	20.00	** 20.00	—	10.00	
FRANKS	GRACE	13	10656	12/1/41	12/31	15.00	15.00	7.50	3.75	
						TOTAL	75.00	27.50	33.75	

Current cancellations should be crossed off pay roll and not included in totals.
The breakdown into Federal and State amounts may be omitted in regular cases; i.e., when there is participation by Federal, State and County Governments.

FORM 1-41-4 STATE PRINTING OFFICE

FORM AG 804

FORM AG 801-DFA (revised)—March, 1940
(Formerly Ag-40)
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
Collection Schedule to Accompany
Monthly Aged Claim

REPORT OF COLLECTIONS

FROM XX COUNTY

FOR AID TO NEEDY AGED PERSONS

TO ACCOMPANY JANUARY 19 42, MONTHLY AGED CLAIM

SUBMIT TWO COPIES TO
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIA

(1) FAMILY	(2) NAME GIVEN	(3) STATE NUMBER	(4) DATE OF COLLECTION	(5) PERIOD COVERED BY COLLECTION	(6) REASON FOR COLLECTION	(7) TOTAL AMOUNT OF COLLECTION	(8) EXCESS	(9) FEDERAL	(10) STATE	(11) Do Not Write in This Column
MILLEN	GEORGE	2001	1/29/42	7/1/39 - 6/30/40	Voluntary	25.00	XX	11.67	6.66	

FORM AG 801-DFA (formerly Ag 18-DFA) should be submitted for each collection upon its receipt by the County and prior to its being reported on this schedule.

FORM 12-41-38 STATE PRINTING OFFICE

FORM AG 805

FORM AG 800 (revised)—May, 1942
(Formerly Ag 19-DFA)
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
Affidavit to Accompany Monthly Voucher Aid
Pay Roll (Form Ag 801)

FORWARD TWO COPIES TO
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIA

AID AFFIDAVIT

FROM XX COUNTY
FOR THE SUPPORT OF NEEDY AGED PERSONS

FOR THE MONTH OF JANUARY, 19 FISCAL YEAR
STATE USE ONLY

AMOUNT DUE FROM FEDERAL FUNDS FOR AID

1. TOTAL AMOUNT OF AID PAID TO 11 AGED PERSONS UNDER THE OLD AGE SECURITY LAW FOR THIS MONTH. (SAME AS ITEM G, COLUMN 1, FORM AG 802) \$ 397.17
2. TOTAL AMOUNT PAID TO 3 AGED PERSONS INELIGIBLE TO FEDERAL AID. (SAME AS TOTAL OF ITEMS B AND C, COLUMN 1, FORM AG 802) \$ 100.00
3. BASIS FOR FEDERAL PARTICIPATION. (ITEM 1 MINUS ITEM 2) \$ 297.17
(SAME AS ITEM D, COLUMN 1, FORM AG 802)
4. AMOUNT DUE FROM FEDERAL FUNDS FOR AID. ($\frac{1}{2}$ OF ITEM 3)
(SAME AS ITEM G, COLUMN 2, FORM AG 802) \$ 148.58
5. FEDERAL SHARE OF ADJUSTMENTS (TOTAL COLUMN 7, FORM AG 803) \$ 4.34
6. FEDERAL SHARE OF CANCELLATIONS FOR PREVIOUS MONTHS
(TOTAL COLUMN 8, FORM AG 804) \$ 27.50
7. TOTAL OF ITEMS 5 AND 6 \$ 31.84
8. AMOUNT DUE FROM FEDERAL FUNDS FOR AID. (ITEM 4 MINUS ITEM 7) (BASIS FOR ADMINISTRATIVE EXPENSE CLAIM, SAME AS ITEM 1, FORM AG 807) \$ 116.74
9. FEDERAL SHARE OF COLLECTIONS (TOTAL COLUMN 6, FORM AG 805) \$ 11.67
10. NET AMOUNT DUE FROM FEDERAL FUNDS FOR AID (ITEM 8 MINUS ITEM 9) \$ 105.07

DO NOT WRITE IN THIS SPACE

AMOUNT DUE FROM STATE FUNDS

11. TOTAL AMOUNT DUE FROM STATE FUNDS FOR AID
(SAME AS ITEM G, COLUMN 3, FORM AG 802) \$ 163.24
12. STATE SHARE OF ADJUSTMENTS (TOTAL COLUMN 8, FORM AG 803) \$ 2.83
13. STATE SHARE OF CANCELLATIONS FOR PREVIOUS MONTHS
(TOTAL COLUMN 9, FORM AG 804) \$ 33.75
14. STATE SHARE OF COLLECTIONS (TOTAL COLUMN 9, FORM AG 805) \$ 6.66
15. TOTAL OF ITEMS 12, 13, AND 14 \$ 43.24
16. NET AMOUNT DUE FROM STATE FUNDS FOR AID (ITEM 11 MINUS ITEM 15) \$ 120.00

DO NOT WRITE IN THIS SPACE

AMOUNTS FOR REPORTING PURPOSES ONLY

17. TOTAL ADJUSTMENTS (TOTAL COLUMN 5, FORM AG 803) \$ 10.00
18. TOTAL CANCELLATIONS FOR PREVIOUS MONTHS
(TOTAL COLUMN 7, FORM AG 804) \$ 75.00
19. TOTAL COLLECTIONS (TOTAL COLUMN 6, FORM AG 805) \$ 25.00

STATE OF CALIFORNIA }
COUNTY OF XX } ss.

JANE DOE

BEING DULY SWORN, DEPOSES AND SAYS; THAT HE IS THE COUNTY OFFICIAL RESPONSIBLE FOR THE ADMINISTRATION OF AID TO NEEDY AGED IN AND FOR THE SAID COUNTY; THAT ALL PROVISIONS OF CHAPTER 1 DIVISION III OF THE WELFARE AND INSTITUTIONS CODE, AND TITLE I OF THE SOCIAL SECURITY ACT, AND AMENDMENTS THERETO, HAVE BEEN COMPLIED WITH TO THE BEST OF MY KNOWLEDGE AND BELIEF.

SUBSCRIBED AND SWORN TO BEFORE ME THIS SIXTH DAYOF FEBRUARY, 19

Jane Doe
SIGNATURE OF WELFARE DIRECTOR OR OFFICIAL IN CHARGE

TITLE DIRECTORAPPROVED Richard Roe
CHAIRMAN, BOARD OF SUPERVISORSTITLE DEPUTY COUNTY CLERK

I HEREBY CERTIFY, THAT WARRANTS COVERING ALL AMOUNTS DUE UNDER THE LAW HAVE BEEN ISSUED AND CHARGED TO FUNDS FOR AID IN ACCORDANCE WITH THE OLD AGE SECURITY LAW, CHAPTER 1 OF DIVISION III OF THE WELFARE AND INSTITUTIONS CODE AND AMENDMENTS THERETO.

John Smith
SIGNATURE OF COUNTY AUDITOR

(SEAL)

CREDIT VOUCHER CLAIM-AID

FORM AG 800

FORM AG 801 (revised)—May, 1942
(Formerly Ag 21-DFA)
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
Pay Roll as Per County Warrant Register
To Accompany Affidavit (Form Ag 800) for Federal and
State Grants of Old Age Assistance

FORWARD TWO COPIES TO
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIA

CLAIM FOR FEDERAL AND STATE AID TO NEEDY AGED PERSONS

PAID BY XX COUNTY, CALIFORNIA

FOR THE MONTH OF JANUARY, 19
(INDICATE NON-COUNTY CASES BY (*), NON-FEDERAL CASES BY (**) AND
NON-COUNTY NON-FEDERAL CASES BY (***) IN COLUMN 4.)

WARRANTS
DATED
1/2

1	2	3	4	5	6	7	8
NAME	STATE	TOTAL AID PAID	FEDERAL	STATE SHARE	DO NOT WRITE IN THIS SPACE	WARRANT	
FAMILY	GIVEN	NUMBER	UNDER OLD AGE SECURITY LAW (NOT TO EXCEED \$40 PER MONTH)	SHARE NON-COUNTY CASES	NON-COUNTY AND NON-FEDERAL CASES	NUMBER	
					(See Sec. 627-20, Apportionment of Grants on Pay Rolls or Claims.)		
JONES, TOM	1	39.25				111	
SMITH, DICK	2	* 40.00	20.00	20.00		112	
BROWN, HARRY	3	38.00				113	
WEST, BRIDGET	4	* 35.75	17.87	17.88		114	
GREENE, HERCULES	5	40.00				115	
CONNER, BRINDA	6	** 40.00		40.00	(See Example, Sec. 627-30, Basis for Federal Participation, OAS.)	116	
WILSON, COBINA	7	37.50				117	
STEWART, ADOLPH	8	40.00				118	
WHITE, MAGGIE	9	** 30.00		15.00		119	
BLACK, FRITZ	10	** 30.00		15.00		120	
JAMES, HENRY	11	26.67			(See Sec. 627-45, Partial Month Claims - Basis for Federal Participation.)	121	

(See Sec. 627-20, Apportionment of Grants on Pay Rolls or Claims.)

(See Example, Sec. 627-30, Basis for Federal Participation, OAS.)

(See Sec. 627-45, Partial Month Claims - Basis for Federal Participation.)

PAGE No. _____

Sec. 629-99 County Aid Claim Forms
OAS; ANB; APSB; ANC

WIC Secs. 1556; 2469; 3087.3; 3482

FORM AG 801

629-99

Public Assistance Program

FINANCIAL PROCEDURES-COUNTY

D CLAIMS

629-99

SENT TO SEC. OF STATE 6-13-42

FORM BL 802 (revised)—May, 1942
(Formerly BL 18A-DFA)
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
Recapitulation Sheet
To Accompany Pay Roll (Form BL 801)
For Federal and State Grants of Blind Aid

FORWARD TWO COPIES TO
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIA

RECAPITULATION SHEET

FROM XX COUNTY

FOR AID TO NEEDY BLIND PERSONS

FOR MONTH OF JANUARY, 19

FORM BL 802

	COLUMN 1 TOTAL AID PAID UNDER NEEDY BLIND LAW (TOTAL COLUMN 4, FORM BL 801)	COLUMN 2 AMOUNT IN EXCESS OF \$40.00 IN FEDERAL CASES (TOTAL COLUMN 5, FORM BL 801)	COLUMN 3 FEDERAL SHARE	COLUMN 4 STATE SHARE
A) TOTAL AND EXCESS AID (NON-FEDERAL, NON-COUNTY NON-FEDERAL, NON-COUNTY AND REGULAR CASES.) SHOWN IN COLUMNS 1 AND 2	\$ 441.67	\$ 33.17		
B) LESS: TOTAL OF NON-FEDERAL CASES SHOWN IN COLUMN 1 (STATE SHARE IS 1/2 OF TOTAL, SHOWN IN COLUMN 4)	\$ 72.50			\$ 36.25
C) LESS: TOTAL OF NON-COUNTY NON-FEDERAL CASES SHOWN IN COLUMNS 1 AND 4	\$ 50.00			\$ 50.00
D) TOTAL OF FEDERAL CASES (ITEM A MINUS ITEMS B AND C, COLUMN 1)	\$ 319.17			
E) LESS: TOTAL AND EXCESS OF NON-COUNTY CASES SHOWN IN COLUMNS 1 AND 2 (FEDERAL SHARE IS TOTAL LESS EXCESS DIVIDED BY 2, SHOWN IN COLUMN 3; STATE SHARE IS TOTAL LESS FED- ERAL, SHOWN IN COLUMN 4)	\$ 30.00	\$ 80.00	\$ 40.00	\$ 50.00
F) TOTAL AND EXCESS OF REGULAR CASES ITEM D MINUS ITEM E, COL. 1 ITEM A MINUS ITEM E, COL. 2 (FEDERAL SHARE IS TOTAL LESS EXCESS DIVIDED BY 2, SHOWN IN COLUMN 3; STATE SHARE IS TOTAL LESS FED- ERAL DIVIDED BY 2, SHOWN IN COLUMN 4)	\$ 229.17	\$ 25.17	\$ 100.00	\$ 64.58
G) GRAND TOTALS	\$ 441.67	\$ 33.17	\$ 140.00	\$ 200.83
	SAME AS ITEM A, (AMOUNT CARRIED FOR- WARD TO ITEM 1 ON AFFIDAVIT, FORM BL 800)	SAME AS ITEM A, (AMOUNT CARRIED FOR- WARD TO ITEM 3 ON AFFIDAVIT, FORM BL 800)	ITEM E PLUS ITEM F. THIS TOTAL IS THE SAME AS TOTAL OF ITEM D, COLUMN 1, LESS EXCESS, ITEM A, COLUMN 2, DIVIDED BY 2. (AMOUNT CARRIED FORWARD TO ITEM 6 ON AFFIDAVIT, FORM BL 800)	ITEM B PLUS ITEMS C, E, AND F. (AMOUNT CARRIED FORWARD TO ITEM 12 ON AFFIDAVIT, FORM BL 800)

FORM BL 803 (revised)—December, 1941
(Formerly BL 42-DFA)
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
Adjustment Schedule to Accompany
Monthly Blind Claim

REPORT OF ADJUSTMENTS

FROM XX COUNTY

SUBMIT TWO COPIES TO
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIA

FOR AID TO NEEDY BLIND PERSONS

TO ACCOMPANY JANUARY, 19 , MONTHLY BLIND CLAIM

(1) FAMILY	(2) NAME GIVEN	(3) STATE NUMBER	(4) PERIOD COVERED BY ADJUSTMENT	(5) REASON FOR ADJUSTMENT	(6) TOTAL AMOUNT OF ADJUSTMENT	(7) EXCESS	(8) FEDERAL	(9) STATE	(10) Do Not Write in This Column
	WHEELER,	JAMES	101	DEC. 15/41	RESPONSIBLE RELATIVE	15.00	10.00	2.50	6.25

FORM BL 808 (formerly BL 47-DFA) should be submitted for each repayment upon its receipt by the county and prior to its being reported on this schedule.

FORM 1-42 88 STATE PRINTING OFFICE

FORM BL 804 (revised)—May, 1942
(Formerly BL 21)
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
Cancellation Schedule to Accompany
Monthly Blind Claim

REPORT OF CANCELLED WARRANTS

FROM XX COUNTY

SUBMIT TWO COPIES TO
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIA

FOR AID TO NEEDY BLIND PERSONS

TO ACCOMPANY JANUARY, 19 , MONTHLY BLIND CLAIM

(1) FAMILY	(2) NAME GIVEN	(3) STATE NUMBER	(4) WARRANT NUMBER	(5) AMOUNT OF WARRANT	(6) MONTH AND YEAR CLAIMED	(7) WARRANT AMOUNT	(8) AMOUNT OF CANCELLATION Total	(9) EXCESS	(10) FEDERAL	(11) STATE	(12) Do Not Write in This Column
	JOHNSON	MARY	11	8796	11/1/41	11/41	50.00	50.00	10.00	20.00	15.00
	JOHNSON	MARY	11	8945	12/1/41	12/41	50.00	50.00	10.00	20.00	15.00
	WHITE	JOHN	3	8774	12/1/41	12/41	50.00	50.00	10.00	20.00	30.00
	SMITH	HAROLD	7	8785	12/1/41	12/41	47.50	47.50			23.75
	BRANFIER	LEON	5	8718	12/1/41	12/41	50.00	50.00			50.00
						TOTAL	247.50	30.00	60.00	133.75	

Current cancellations should be crossed off payroll and not included in totals.
The breakdown into Federal and State amounts may be omitted in regular cases; i.e., when there is participation by Federal, State and County Governments.

STATE 1-38 88 STATE PRINTING OFFICE

FORM BL 805 (revised)—May, 1942
(Formerly BL 21)
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
Collection Schedule to Accompany
Monthly Blind Claim

REPORT OF COLLECTIONS

FROM XX COUNTY

SUBMIT TWO COPIES TO
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIA

FOR AID TO NEEDY BLIND PERSONS

TO ACCOMPANY JANUARY, 19 , MONTHLY BLIND CLAIM

(1) FAMILY	(2) NAME GIVEN	(3) STATE NUMBER	(4) PERIOD COVERED BY COLLECTION	(5) SOURCE OF COLLECTION	(6) TOTAL AMOUNT OF COLLECTION	(7) EXCESS	(8) FEDERAL	(9) STATE	(10) Do Not Write in This Column
	SMITH,	HARRY	12	8/1/41 - 9/30/41	OVERPAYMENT	10.00		5.00	2.50

FORM BL 808 (formerly BL 47-DFA) should be submitted for each repayment upon its receipt by the county and prior to its being reported on this schedule.

FORM 11-34 2000 STATE PRINTING OFFICE

FORM BL 803

FORM BL 804

FORM BL 805

FORM BL 800 (revised)—May, 1942
(Formerly BL 13-DEA)
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
Affidavit to Accompany Monthly Voucher
Aid Pay Roll (Form BL 801)

FORWARD TWO COPIES TO
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIA

AID AFFIDAVIT

FROM XX COUNTY

FOR THE SUPPORT OF NEEDY BLIND PERSONS

FOR THE MONTH OF JANUARY, 1943 FISCAL YEAR
(STATE USE ONLY)

AMOUNT DUE FROM FEDERAL FUNDS FOR AID

1. TOTAL AMOUNT OF AID PAID TO 10 BLIND PERSONS UNDER NEEDY BLIND LAW FOR THIS MONTH. (SAME AS ITEM 6, COLUMN 1, FORM BL 802) \$ 441.67
2. TOTAL AMOUNT PAID TO 3 BLIND PERSONS INELIGIBLE TO FEDERAL AID. (TOTAL OF ITEMS 8 AND 9, COLUMN 1, FORM BL 802) \$ 122.50
3. TOTAL AMOUNT IN EXCESS OF \$40.00 PAID TO BLIND PERSONS ELIGIBLE TO FEDERAL AID. (SAME AS ITEM 6, COLUMN 2, FORM BL 802) \$ 39.17
4. TOTAL OF ITEMS 2 AND 3 \$ 161.67
5. BASIS FOR FEDERAL PARTICIPATION. (ITEM 1 MINUS ITEM 4) \$ 280.00
6. AMOUNT DUE FROM FEDERAL FUNDS FOR AID. ($\frac{1}{2}$ OF ITEM 5) (SAME AS ITEM 6, COLUMN 3, FORM BL 802) \$ 140.00
7. FEDERAL SHARE OF ADJUSTMENTS (TOTAL COLUMN 7, FORM BL 803) . . . \$ 2.50
8. FEDERAL SHARE OF CANCELLATIONS FOR PREVIOUS MONTHS (TOTAL COLUMN 9, FORM BL 804) \$ 60.00
9. FEDERAL SHARE OF COLLECTIONS (TOTAL COLUMN 7, FORM BL 805) . . . \$ 5.00
10. TOTAL OF ITEMS 7, 8, AND 9 \$ 67.50
11. NET AMOUNT DUE FROM FEDERAL FUNDS FOR AID. (ITEM 6 MINUS ITEM 10) \$ 72.50

DO NOT WRITE IN THIS SPACE

AMOUNT DUE FROM STATE FUNDS FOR AID

12. TOTAL AMOUNT DUE FROM STATE FUNDS FOR AID. (SAME AS ITEM 6, COLUMN 4, FORM BL 802) \$ 200.83
13. STATE SHARE OF ADJUSTMENTS (TOTAL COLUMN 8, FORM BL 803) . . . \$ 6.25
14. STATE SHARE OF CANCELLATIONS FOR PREVIOUS MONTHS. (TOTAL COLUMN 10, FORM BL 804) \$ 133.75
15. STATE SHARE OF COLLECTIONS. (TOTAL COLUMN 8, FORM BL 805) . . . \$ 2.50
16. TOTAL OF ITEMS 13, 14, AND 15 \$ 142.50
17. NET AMOUNT DUE FROM STATE FUNDS FOR AID (ITEM 12 MINUS ITEM 16) \$ 58.33

DO NOT WRITE IN THIS SPACE

AMOUNTS FOR REPORTING PURPOSES ONLY

18. TOTAL ADJUSTMENTS (TOTAL COLUMN 5, FORM BL 803) \$ 15.00
19. TOTAL CANCELLATIONS FOR PREVIOUS MONTHS (TOTAL COLUMN 7, FORM BL 804) \$ 247.50
20. TOTAL COLLECTIONS (TOTAL COLUMN 5, FORM BL 805) \$ 10.00

STATE OF CALIFORNIA }
COUNTY OF XX } ss.

Jane Doe, BEING DULY SWORN, DEPOSES AND SAYS: THAT SHE IS THE COUNTY OFFICIAL RESPONSIBLE FOR THE ADMINISTRATION OF AID TO NEEDY BLIND IN AND FOR THE SAID COUNTY; THAT ALL PROVISIONS OF CHAPTERS 1 AND 3 OF PART I OF DIVISION V OF THE WELFARE AND INSTITUTIONS CODE, AND AMENDMENTS THERETO, AND TITLE X OF THE SOCIAL SECURITY ACT, AND AMENDMENTS THERETO, HAVE BEEN COMPLIED WITH TO THE BEST OF MY KNOWLEDGE AND BELIEF.

SUBSCRIBED AND SWORN TO BEFORE ME THIS sixth DAYOF February, 1943Mary JonesTITLE Deputy County Clerk

SIGNATURE OF WELFARE DIRECTOR OR OFFICIAL IN CHARGE

TITLE DirectorAPPROVED Richard Roe
CHAIRMAN, BOARD OF SUPERVISORS

I HEREBY CERTIFY, THAT WARRANTS COVERING ALL AMOUNTS DUE UNDER THE LAW HAVE BEEN ISSUED AND CHARGED TO FUNDS FOR AID IN ACCORDANCE WITH THE NEEDY BLIND LAW, CHAPTERS 1 AND 3 OF PART I OF DIVISION V OF THE WELFARE AND INSTITUTIONS CODE, AND AMENDMENTS THERETO.

(SEAL)

John Smith
SIGNATURE OF COUNTY AUDITOR

CREDIT VOUCHER CLAIM-AID

FORM BL 800

FORM BL 801 (revised)—May, 1942
(Formerly BL 14-DEA)
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
Pay Roll as Per County Warrant Register to Accompany Affidavit
(Form BL 800) for Federal and State Grants of Blind Aid

FORWARD TWO COPIES TO
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIA

CLAIM FOR FEDERAL AND STATE AID TO NEEDY BLIND PERSONS

PAID BY XXX COUNTY, CALIFORNIA
FOR THE MONTH OF January, 1943WARRANTS
DATED:
1/2/

(INDICATE NON-COUNTY CASES BY (*), NON-FEDERAL CASES BY (**), AND NON-COUNTY-NON-FEDERAL CASES BY (***) IN COLUMN 4)

1	2	3	4	5	6	7	8	9
NAME	STATE NUMBER	TOTAL AID PAID UNDER NEEDY BLIND LAW (NOT TO EXCEED \$50 PER MONTH)	AMOUNT IN EXCESS OF \$40	FEDERAL SHARE NON-COUNTY CASES	STATE SHARE NON-COUNTY AND NON-FEDERAL CASES	DO NOT WRITE IN THIS SPACE	WARRANT NUMBER	
FAMILY	GIVEN							
						(See Sec. 627-20, Apportionment of Grants on Pay Rolls or Claims.)		
Jones, Thomas	1	50.00	10.00				100	
Brown, Helen	2	42.50	2.50				101	
White, John	3	*50.00	10.00	20.00	30.00		102	
Redstone, Peter	4	45.00	5.00				103	
Brammer, Leon	5	**50.00			50.00		104	
Crabbe, Wm.	6	*40.00		20.00	20.00		105	
Smith, Harold	7	**47.50			23.75		106	
Black, Edward	8	50.00	10.00				107	
Stone, Edwin	9	**25.00			12.50		108	
Wheeler, James	10	41.67	1.67			(See Example b, Sec. 627-45, Partial Month Claims - Basis for Federal Participation.)	109	

PAGE No. 1

FORM BL 801

Form CA 802 (revised)—May, 1942
(Formerly Ca 27A-DFA)
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
Recapitulation Sheet
To Accompany Pay Roll (Form Ca 801)
For Federal and State Grants of Children's Aid

FORWARD TWO COPIES TO
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIA

RECAPITULATION SHEET

FROM XX COUNTYFOR AID TO NEEDY CHILDREN
FOR MONTH OF JANUARY, 1942

ITEM A. TOTAL AID PAID
(TOTAL WARRANT COL. 4, FORM CA 801)
(TO BE CARRIED FORWARD TO ITEM 20 ON AFFIDAVIT, FORM CA 800) \$ 798.50

ITEM B. TOTAL BASIS FOR STATE PARTICIPATION
(TOTAL COLUMNS 5A AND 5B, FORM CA 801)
(TO BE CARRIED FORWARD TO ITEM 1 ON AFFIDAVIT, FORM CA 800) \$ 798.65

ITEM C. TOTAL INELIGIBLE TO FEDERAL PARTICIPATION
(TOTAL COLUMN 5B, FORM CA 801)
(TO BE CARRIED FORWARD TO ITEM 2 ON AFFIDAVIT, FORM CA 800) \$ 76.50

ITEM D. TOTAL ELIGIBLE TO FEDERAL PARTICIPATION
(TOTAL COLUMN 5A, FORM CA 801)
(TO BE CARRIED FORWARD TO ITEM 3 ON AFFIDAVIT, FORM CA 800) \$ 718.15

COMPUTATION OF FEDERAL AND STATE SHARES:

	COLUMN 1 BASIS FOR STATE PARTICIPATION	COLUMN 2 BASIS FOR FEDERAL PARTICIPATION (COLUMN 6 ON PAY ROLL, FORM CA 801)	COLUMN 3 FEDERAL SHARE ($\frac{1}{3}$ OF COLUMN 2 ON RECAPITULATION SHEET, FORM CA 802)	COLUMN 4 STATE SHARE
CASES HAVING REQUIRED COUNTY RESIDENCE				
ITEM E. ELIGIBLE TO FEDERAL PARTICIPATION TOTAL OF THESE CASES IN COLUMN 5A ON PAY ROLL, FORM CA 801, SHOW IN COLUMN 1. (SHOW FEDERAL AMOUNTS IN COLUMNS 2 AND 3)	\$ 669.15	\$ 585.30	\$ 272.65	
F. INELIGIBLE TO FEDERAL PARTICIPATION TOTAL OF THESE CASES IN COLUMN 5B ON PAY ROLL, FORM CA 801	\$ 54.00			
G. TOTAL ITEMS E AND F	\$ 723.15			
H. LESS FEDERAL SHARE (SAME AS ITEM E, COLUMN 3)	\$ 272.65			
I. BASIS FOR COMPUTING STATE SHARE (ITEM G LESS ITEM H)	\$ 450.00			
J. STATE SHARE ($\frac{2}{3}$ OF ITEM I)				\$ 300.33
CASES NOT HAVING REQUIRED COUNTY RESIDENCE				
ITEM K. ELIGIBLE TO FEDERAL PARTICIPATION TOTAL OF THESE CASES IN COLUMN 5A ON PAY ROLL, FORM CA 801, SHOW IN COLUMN 1. (SHOW FEDERAL AMOUNTS IN COLUMNS 2 AND 3)	\$ 45.00	\$ 30.00	\$ 15.00	
L. INELIGIBLE TO FEDERAL PARTICIPATION TOTAL OF THESE CASES IN COLUMN 5B ON PAY ROLL, FORM CA 801.	\$ 22.50			
M. TOTAL ITEMS K AND L	\$ 67.50			
N. LESS FEDERAL SHARE (SAME AS ITEM K, COLUMN 3)	\$ 15.00			
O. STATE SHARE (ITEM M LESS ITEM N)				\$ 52.50
P. TOTALS		\$ 575.30	\$ 287.65	\$ 352.83
		(ITEM E PLUS ITEM K AMOUNT CARRIED FORWARD TO ITEM 5 ON AFFIDAVIT, FORM CA 800.)	(ITEM F PLUS ITEM L AMOUNT CARRIED FORWARD TO ITEM 6 ON AFFIDAVIT, FORM CA 800.)	(ITEM J PLUS ITEM O AMOUNT CARRIED FORWARD TO ITEM 15 ON AFFIDAVIT, FORM CA 800.)

Form CA 802

Form CA 803 (revised)—May, 1942
(Formerly Ca 41-DFA)
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
Adjustment Schedule to Accompany
Monthly Children's Claim

REPORT OF ADJUSTMENTS

FROM XX COUNTY

SUBMIT TWO COPIES TO
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIA

To Accompany JANUARY 1942, MONTHLY CHILDREN'S CLAIM

(1) NAME OF PAYEE	(2) NAMES OF CHILDREN	(3) STATE NUMBER	(4) PERIOD COVERED BY ADJUSTMENT	(5) REASON FOR ADJUSTMENT	(6) TOTAL AMOUNT OF ADJUSTMENT (SEE NOTE BELOW)	(7) FEDERAL	(8) STATE	(9) Do Not Write In This Column
BROWN, BLANCHE	BROWN, HELEN EDWIN	51	7/1/41 - 12/1/41	EXCESS INCOME	\$7.50	6.25	\$1.17	

Form CA 803 (formerly Ca 51-DFA) should be submitted for each repayment upon its receipt by the county and prior to its being reported on this schedule.

FORM 1-42 1000 STATE PRINTING OFFICE

Form CA 803

Form CA 804 (revised)—May, 1942
(Formerly Ca 33)
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
Cancellation Schedule to Accompany
Monthly Children's Aid Claim

REPORT OF CANCELLED WARRANTS

FROM XX COUNTY

SUBMIT TWO COPIES TO
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIA

To Accompany JANUARY 1942, MONTHLY CHILDREN'S AID CLAIM

(1) NAME OF PAYEE	(2) NAMES OF CHILDREN	(3) STATE NUMBER	(4) WARRANT NUMBER	(5) WARRANT DATE	(6) MONTH AND YEAR CLAIMED	(7) WARRANT AMOUNT	(8) Total	(9) Federal	(10) State	(11) Do Not Write In This Column
JACKSON, ORACE	JACKSON, JEAN	11	6532	11/1/41	11/41	20.00	20.00	5.00	7.33	

CURRENT CANCELLATIONS SHOULD BE CROSSED OFF THE PAYROLL AND NOT INCLUDED IN THE TOTALS

FORM 1-42 1000 STATE PRINTING OFFICE

Form CA 804

Form CA 805 (revised)—May, 1942
(Formerly Ca 34-DFA)
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
Collection Schedule to Accompany
Monthly Children's Claim

REPORT OF COLLECTIONS

FROM XX COUNTY

SUBMIT TWO COPIES TO
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIA

To Accompany JANUARY 1942, MONTHLY CHILDREN'S CLAIM

(1) NAME OF PAYEE	(2) NAMES OF CHILDREN	(3) STATE NUMBER	(4) DATE OF COLLECTION	(5) PERIOD COVERED BY COLLECTION	(6) REASON FOR COLLECTION	(7) TOTAL AMOUNT OF COLLECTION	(8) FEDERAL	(9) STATE	(10) Do Not Write In This Column
SMITH LOUISE	SMITH, GEORGE	12	12/3/41	6/1/41 - 6/30/41	OVERPAYMENT	10.00	1.00	1.00	

Form CA 805 (formerly Ca 53-DFA) should be submitted for each repayment upon its receipt by the county and prior to its being reported on this schedule.

Form CA 805

FORM CA 800

FORM CA 801

FORM CA 800 (revised)—May, 1942
(Formerly CA 24-12A)
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
Address in Sacramento: Monthly Voucher Aid
Pay Roll (Form CA 801)

FORWARD TWO COPIES TO
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIA

FORM CA 801 (revised)—May, 1942
(Formerly CA 27-12A)
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
Pay roll as per county warrant register to accompany affidavit
Form CA 800 for Federal and State Aid to Needy Children

FORWARD TWO COPIES TO
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIA
Warrants Dated: JANUARY 1, 1943
(Except as otherwise shown in Column 7)

AID AFFIDAVIT

FROM XX COUNTY
FOR THE SUPPORT OF NEEDY CHILDREN
(EXCLUDING AID PAID UNDER SECTION 1556.5 OF THE WELFARE AND INSTITUTIONS CODE)
FOR THE MONTH OF JANUARY, 1943 FISCAL YEAR
(STATE USE ONLY)

AMOUNT DUE FROM FEDERAL FUNDS FOR AID	
1. TOTAL BASIS FOR STATE PARTICIPATION FOR <u>46</u> CHILDREN FOR THIS MONTH (SAME AS ITEM B, FORM CA 802)	\$ 790.65
2. LESS TOTAL FOR <u>5</u> CHILDREN INELIGIBLE FOR FEDERAL AID (SAME AS ITEM C, FORM CA 802)	\$ 76.50
3. TOTAL FOR <u>41</u> CHILDREN ELIGIBLE FOR FEDERAL AID UNDER TITLE IV OF THE SOCIAL SECURITY ACT (ITEM 1 MINUS ITEM 2) (SAME AS ITEM D, FORM CA 802)	\$ 714.15
4. LESS: EXPENDITURES IN EXCESS OF \$18 FOR ONE ELIGIBLE CHILD AND \$12 FOR EACH ADDITIONAL ELIGIBLE CHILD IN SAME HOUSEHOLD GROUP (ITEM 3 MINUS ITEM 5, COLUMN 2, FORM CA 802)	\$ 136.85
5. BASIS FOR FEDERAL PARTICIPATION (ITEM 3 MINUS ITEM 4) (SAME AS ITEM F, COLUMN 2, FORM CA 802)	\$ 575.30
6. AMOUNT DUE FROM FEDERAL FUNDS FOR AID (1/2 OF ITEM 5) (SAME AS ITEM P, COLUMN 3, FORM CA 802)	\$ 287.65
7. FEDERAL SHARE OF ADJUSTMENTS (TOTAL COLUMN 7, FORM CA 803)	\$ 6.25
8. ITEM 6 PLUS OR MINUS ITEM 7	\$ 281.40
9. FEDERAL SHARE OF CANCELLATIONS FOR PREVIOUS MONTHS (TOTAL COLUMN 9, FORM CA 804)	\$ 9.00
10. FEDERAL SHARE OF COLLECTIONS (TOTAL COLUMN 8, FORM CA 805)	\$ 4.00
11. TOTAL OF ITEMS 9 AND 10	\$ 13.00
12. NET AMOUNT DUE FROM FEDERAL FUNDS FOR AID (ITEM 8 MINUS ITEM 11)	\$ 268.40

AMOUNT DUE FROM STATE FUNDS FOR AID	
13. TOTAL AMOUNT DUE FROM STATE FUNDS FOR AID (SAME AS ITEM P, COLUMN 4, FORM CA 802)	\$ 352.85
14. STATE SHARE OF ADJUSTMENTS (TOTAL COLUMN 8, FORM CA 803)	\$ 54.17
15. ITEM 13 PLUS OR MINUS ITEM 14	\$ 298.68
16. STATE SHARE OF CANCELLATIONS FOR PREVIOUS MONTHS (TOTAL COLUMN 10, FORM CA 804)	\$ 7.55
17. STATE SHARE OF COLLECTIONS (TOTAL COLUMN 9, FORM CA 805)	\$ 4.00
18. TOTAL OF ITEMS 16 AND 17	\$ 11.55
19. NET AMOUNT DUE FROM STATE FUNDS FOR AID (ITEM 15 MINUS ITEM 18)	\$ 287.13

AMOUNTS FOR REPORTING PURPOSES ONLY	
20. TOTAL AID PAID FOR THIS MONTH (ITEM A, FORM CA 802)	\$ 794.50
21. TOTAL ADJUSTMENTS (TOTAL COLUMN 6, FORM CA 803)	\$ 87.50
22. TOTAL CANCELLATIONS FOR PREVIOUS MONTHS (TOTAL COLUMN 8, FORM CA 804)	\$ 20.20
23. TOTAL COLLECTIONS (TOTAL COLUMN 9, FORM CA 805)	\$ 10.00

STATE OF CALIFORNIA }
COUNTY OF XX } ss.
JANE DOE
OFFICIAL RESPONSIBLE FOR ADMINISTRATION OF AID TO NEEDY CHILDREN IN AND FOR THE SAID COUNTY; THAT ALL THE PROVISIONS OF CHAPTER 1 OF PART 2 OF DIVISION 11 OF THE WELFARE AND INSTITUTIONS CODE, AND AMENDMENTS THEREOF, AND TITLE IV OF THE SOCIAL SECURITY ACT, AND AMENDMENTS THEREOF, HAVE BEEN COMPLIED WITH TO THE BEST OF MY KNOWLEDGE AND BELIEF.

SUBSCRIBED AND SHOWN TO BEFORE ME THIS SIXTH DAY
OF FEBRUARY, 1943
Mary Jones
TITLE DEPUTY COUNTY CLERK
I HEREBY CERTIFY THAT WARRANTS COVERING ALL AMOUNTS DUE UNDER THE LAW HAVE BEEN ISSUED AND CHARGED TO FUNDS FOR AID IN ACCORDANCE WITH THE NEEDY CHILDREN LAW, CHAPTER 1 OF PART 2 OF DIVISION 11 OF THE WELFARE AND INSTITUTIONS CODE AND AMENDMENTS THEREOF.

(SEAL)

CREDIT VOUCHER CLAIM-AID

CLAIM FOR FEDERAL AND STATE AID TO NEEDY CHILDREN

(Excluding aid paid under Section 1556.1 of the Welfare and Institutions Code)

Paid by XXX County, California
For the Month of JANUARY, 1943
(INDICATE NON-COUNTY CASES BY (*) IN COLUMNS 4 AND 6)

(INDICATE NON-COUNTY CASES BY (*) IN COLUMNS 5 AND 6)

(1) STATE NUMBER	(2) NAMES OF PAYEE FAMILY	(3) NO. OF CHILDREN GIVEN	(4) WARRANT AMOUNT	(5) BASIS FOR STATE PARTICIPATION		(6) BASIS FOR FEDERAL PARTICI- PATION	(7) REMARKS	(8) WARRANT NUMBER
				(A) EL. TO FEDERAL	(B) INEL. TO FEDERAL			
1	ELIZABETH WHITE SMITH, ANDREW HARRY JEAN GLADYS GEORGE	3	2	30.00	54.00	36.00	(SEE SEC. 627-20 APPOINT- MENTS OF GRANTS ON PAY ROLLS OR CLAIMS.)	500
2	FANNIE BLACK BLACK, FLORA LAURA ROBERT JONES, JANE ROY	3	2	60.00	42.00	18.00	" AND SEC. 627-50 TWO OR MORE FAMILY UNITS IN ONE HOUSEHOLD	501
3	ELLA JAMES JAMES, HARRY GEORGE	2		45.00	45.00	—	"	502
4	IDA ALLEN ALLEN, HELEN MADEL SALLY LAWRENCE	4		60.00	60.00	—	(SEE EXAMPLE, SEC. 627-50 BASIS FOR FEDERAL PARTICI- PATION (INC.) AND SEC. 627-50 TWO OR MORE FAMILY UNITS IN ONE HOUSEHOLD.)	503
5	JOHN ROBERT ROBERT, JOAN * WILLIAM	2		45.00	*22.50 22.50	*12.50 22.50	(SEE SEC. 627-50 BASIS FOR FEDERAL PARTICIPATION (INC.))	505
6	WILLIAM GREY GREY, HARRIET ELAINE DOROTHY	3		60.96	60.96	42.00	(SEE EXAMPLE F, SEC. 627-50, PARTI- TIAL MONTH CLAIM— COMPUTATION OF TOTAL AMOUNT.)	506
7	HELEN FRYE FRYE, ALICE	1		15.00	15.00	15.00	(SEE EXAMPLE C, SEC. 627-55 PARTI- TIAL MONTH CLAIMS, BASIS FOR FEDERAL PARTICIPATION.)	507
8	ALICE HICKS HICKS, JOHN	1		17.42	17.42	17.42	(SEE EXAMPLE A, SEC. 627-50, COM- PUTATION OF PAYMENTS WHEN CHILD TRANSFERS BETWEEN BOARDING HOME OR INSTITUTION AND PRIVATE HOME.)	508
9	HELEN BURNS BURNS, OPAL	1		22.50	22.50	18.00	" EX. B	509
10	MARY FRENCH FRENCH, ELSTIE	1		10.89	10.89	10.89	" EX. C	510
11	FRANCES JORDAN JORDAN, FRANK GRACE JOE	3		67.50	67.50	42.00	(SEE EXAMPLE SEC. 627-40, STATE AND FEDERAL PARTICI- PATION WHEN A CHILD BECOMES INELIGIBLE DURING A MONTH OTHER THAN BECAUSE OF HIS 18TH BIRTHDAY.)	511
12	ROSE COLE COLE, DOROTHY	1		11.61	11.61	11.61	(SEE EXAMPLE A, SEC. 627-70, AGE LIMIT PAYMENT— 18TH BIRTHDAY.)	512
13	EDITH CARTER CARTER, ADA PETER TONY	3		52.26	52.26	42.00	" EX. B	513
14	MYRTLE LEWIS LEWIS, SELMA HELEN GEORGIA	3		45.00	45.00	42.00	" EX. C	514
15	ELIZABETH NIELSEN NIELSEN, WENIFRED RUTH MARY	3		40.00	40.00	40.00	(SEE EXAMPLE A, SEC. 627-55, FED- ERAL PARTICIPATION WHEN A CHILD BECOMES ELIGIBLE FOR AID DURING THE MONTH.)	515
16	LESLIE SIERRA SIERRA, JACK FLORENCE NORMAN	3		55.00	51.43	42.00	" EX. B	516
17	ANN RIDGE RIDGE, MARY LOUISE SARAH	3		45.00 6.38	51.38	36.38	" EX. C (WARRANT DATED 1/13/42)	517 521
18	JAMES BLAKE BLAKE, ARTHUR MYRTLE	1	1	45.00	*22.50	*22.50	(SEE SEC. 627-20 APPOINTMENTS OF GRANTS ON PAY ROLLS INC.)	519

Page No. 1

FORM AG 800-H (revised)—May, 1942
(Formerly Ag 63-DFA)
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
Affidavit to Accompany Monthly County
Hospital Claim (Form Ag 801-H)

FORWARD TWO COPIES TO
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIA

DO NOT WRITE IN THIS SPACE

FROM XXX COUNTY

STATE AID FOR
CARE OF NEEDY AGED PERSONS IN COUNTY HOSPITAL
(AS PROVIDED UNDER SECTION 2160.7 OF THE WELFARE AND INSTITUTIONS CODE)

FOR THE MONTH OF January, 19 FISCAL YEAR
(DO NOT WRITE IN THIS SPACE)

1. TOTAL AID TO WHICH 2 AGED PERSONS
WOULD BE ELIGIBLE UNDER THE OLD AGE
SECURITY LAW IF NOT CONFINED IN COUNTY
HOSPITAL. \$ 72.42
(TOTAL OF COLUMNS 3A AND 3B FORM AG 801-H)
2. TOTAL REGULAR CASES
(COLUMN 3A FORM AG 801-H) \$ 37.42
3. STATE SHARE OF REGULAR CASES
($\frac{1}{2}$ OF ITEM 2) \$ 9.36
4. TOTAL NON-COUNTY CASES
(COLUMN 3B, FORM AG 801-H) \$ 35.00
5. STATE SHARE NON-COUNTY CASES
($\frac{1}{2}$ OF ITEM 4) \$ 17.50
6. TOTAL AMOUNT DUE FROM STATE FUNDS
(ITEM 3 PLUS ITEM 5) \$ 26.86

FOR STATE USE ONLY

7. TOTAL ADJUSTMENTS \$
8. STATE SHARE OF ADJUSTMENTS \$
9. ADJUSTED AMOUNT DUE FROM STATE FUNDS
(ITEM 6 MINUS OR PLUS ITEM 8) \$

STATE OF CALIFORNIA)
COUNTY OF XXX) ss.

Richard Roe, BEING DULY SWORN, DEPOSES AND SAYS: THAT HE IS THE
CHAIRMAN OF THE BOARD OF SUPERVISORS OF THE AFORESAID COUNTY, AND THAT THE AUTHORITIES OF THIS COUNTY HAVE
COMPLIED WITH ALL PROVISIONS OF CHAPTER 1 OF DIVISION III OF THE WELFARE AND INSTITUTIONS CODE, AND AMEND-
MENTS THERETO, UNDER WHICH THIS CLAIM IS FILED, TO THE BEST OF MY KNOWLEDGE AND BELIEF.

SUBSCRIBED AND SWORN TO BEFORE ME THIS sixth DAY
OF February, 19
Mary Jones
TITLE Deputy County Clerk

Richard Roe
CHAIRMAN, BOARD OF SUPERVISORS

I HEREBY CERTIFY THAT THE RECORDS OF THIS COUNTY INDICATE THAT THE AMOUNTS CLAIMED ARE DUE AND OWING THE
COUNTY FROM THE STATE OF CALIFORNIA, UNDER SECTION 2160.7 OF THE WELFARE AND INSTITUTIONS CODE.

(SEAL)

John Smith
SIGNATURE OF COUNTY AUDITOR

FORM AG 800-H

FORM AG 801-H (revised)—May, 1942
(Formerly Ag 64-DFA)
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
Claim to Accompany Affidavit (Form Ag 800-H)

FORWARD TWO COPIES TO
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIA

CLAIM FOR STATE AID FOR CARE OF NEEDY AGED PERSONS
IN COUNTY HOSPITAL
(As Provided Under Section 2160.7 of the Welfare and Institutions Code)

BY XXX COUNTY, CALIFORNIAFor the Month of January, 19

1		2	3		4
NAME		STATE NUMBER	Total aid to which aged persons would be eligible under Old Age Security Law if not confined in County Hospital (Not to exceed \$40 per month)		DO NOT WRITE IN THIS SPACE
			(A) Regular Cases	(B) Non-County Cases	
Family	Given				
Miller,	Sally	1	37.42		(See Example b, Sec. 627-40, Partial Month Claims, Com- putation of Total Amounts.) (See Sec. 627-20, Apportion- ment of Grants on Pay Rolls or Claims.)
Farmer,	John	2		35.00	

Page No. 1

FORM AG 801-H

SENT TO SEC. OF STATE 8-1-42

FINANCIA

PROCEDURES—COUNTY AID CLAIM

Public Assistance Program

629-99

FORM CA 800-BHI (revised) —May, 1942
(Formerly CA 41-DFA)
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
Affidavit to Accompany Monthly Pay Roll (Form CA 801-BHI)

FORWARD TWO COPIES TO
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIA

AID AFFIDAVIT

FROM X COUNTY
FOR THE SUPPORT OF
NEEDY CHILDREN MAINTAINED IN BOARDING HOMES AND INSTITUTIONS
(AS PROVIDED UNDER SECTION 1556.5 OF THE WELFARE AND INSTITUTIONS CODE)
FOR THE MONTH OF January, 1942 (STATE USE ONLY) FISCAL YEAR

AMOUNT DUE FROM STATE FUNDS FOR AID

1. TOTAL BASIS FOR STATE PARTICIPATION FOR 5
CHILDREN FOR THIS MONTH (TOTAL COLUMNS 5A AND 5B,
FORM CA 801 BHI) \$ 80.72
2. TOTAL AMOUNT DUE FROM STATE FUNDS FOR AID (2/5 OF
COLUMN 5A PLUS TOTAL COLUMN 5B, FORM CA 801 BHI) \$ 61.31
3. STATE SHARE OF ADJUSTMENTS
(TOTAL COLUMN 8, FORM CA 803) \$
4. STATE SHARE OF CANCELLATIONS FOR PREVIOUS MONTHS
(TOTAL COLUMN 10, FORM CA 804) \$
5. STATE SHARE OF COLLECTIONS
(TOTAL COLUMN 9, FORM CA 805) \$
6. TOTAL OF ITEMS 3, 4, AND 5 \$
7. NET AMOUNT DUE FROM STATE FUNDS FOR AID (ITEM 2 MINUS ITEM 6) \$ 61.31

DO NOT WRITE IN THIS SPACE

AMOUNTS FOR REPORTING PURPOSES ONLY

8. TOTAL AID PAID FOR THIS MONTH (TOTAL WARRANT
COLUMN 4, FORM CA 801 BHI) \$ 80.72
9. TOTAL ADJUSTMENTS (TOTAL COLUMN 6,
FORM CA 803) \$
10. TOTAL CANCELLATIONS FOR PREVIOUS MONTHS
(TOTAL COLUMN 8, FORM CA 804) \$
11. TOTAL COLLECTIONS (TOTAL COLUMN 7,
FORM CA 805) \$

STATE OF CALIFORNIA
COUNTY OF X ss.

Jane Doe, BEING DULY SWORN, DEPOSES AND SAYS: THAT SHE IS THE COUNTY
OFFICIAL RESPONSIBLE FOR THE ADMINISTRATION OF AID TO NEEDY CHILDREN IN AND FOR THE SAID COUNTY; THAT ALL THE PROVISIONS OF
CHAPTER 1 OF PART 2 OF DIVISION 11 OF THE WELFARE AND INSTITUTIONS CODE, AND AMENDMENTS THERETO, HAVE BEEN COMPLIED WITH TO
THE BEST OF HIS KNOWLEDGE AND BELIEF.

SUBSCRIBED AND SWORN TO BEFORE ME THIS sixth DAY

OF February, 1942

Mary Jones
TITLE Deputy County Clerk

Jane Doe
SIGNATURE OF WELFARE DIRECTOR OR OFFICIAL IN CHARGE

TITLE Director

APPROVED Richard Roe
CHAIRMAN, BOARD OF SUPERVISORS

John Smith
SIGNATURE OF COUNTY AUDITOR

FORM CA 800-BHI

FORM CA 801-BHI (revised) —May, 1942
(Formerly CA 42-DFA)
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
Pay roll as per county warrant register to accompany
affidavit Form CA 800 BHI for State Aid to Needy Children

FORWARD TWO COPIES TO
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIA
Warrants Dated JANUARY 2, 1942
(Except as otherwise shown in Column 4)

MONTHLY CLAIM FOR STATE AID TO NEEDY CHILDREN

For Children in Boarding Homes and Institutions
(Under Section 1556.5 of the Welfare and Institutions Code)

Supported by XXX County, California

For the Month of JANUARY, 1942

(1) STATE NUMBER	(2) NAMES OF PAYEE FAMILY	(3) NAMES OF CHILDREN GIVEN	(4) NO. OF CHILD- REN	(5) WARRANT AMOUNT	BASIS FOR STATE PARTICIPATION		(6) REMARKS	(7) WARRANT NUMBER
					(A) STATE AND CO. CASES	(B) NON-CO. CASES		
1	HELEN STONE CHILDREN'S HOME	SMITH, ANDREW BERTHA	2	45.00	45.00		(See Sec. 627-20, Apportionment of Grants on Pay Rolls or Claims.)	
2	CHILDREN'S HOME	JAMES, JEAN	1	22.50		22.50		
3	JANE ADAMS	HICKS, JOHN	1	2.90	2.90		(See Example a, Sec. 627-50, Com- putation of Payments When Child Transfers Between Boarding Home and Private Home.)	
4	BAKER CHILDREN'S HOME	FRENCH, ELSIE	1	10.32	10.32		(See Example c, Sec. 627-50, Com- putation of Payments When Child Transfers Between Boarding Home and Private Home.)	
				80.72	58.22	22.50		

Two-thirds of the total of Column 5A plus the total of Column 5B equals the State share.

Page No. _____

FORM CA 801-BHI

FORM DFA 140, AUGUST 1941
STATE OF CALIFORNIA
AFFIDAVIT TO ACCOMPANY TRANSPORTATION OF
DEPENDENT CHILDREN CLAIM, FORM DFA 141

SUBMIT IN TRIPLICATE TO
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO

Form DFA 140

Read this affidavit carefully

STATE OF CALIFORNIA

TO XX COUNTY, Dr.

FOR TRANSPORTATION OF DEPENDENT CHILDREN

Date of Claim January 8, 1942. Fiscal Year
(Do not write in this space)

STATE CASE NUMBER CA 21

Amount claimed from State for Transportation of
Dependent children under Section 1580, Welfare and
Institutions Code \$ 48.25

STATE OF CALIFORNIA)
COUNTY OF XX) ss.

Jane Roe, being first duly sworn, deposes and
says, that on the claim hereto attached the services therein mentioned were actually
rendered and the money was actually paid, as therein mentioned, solely for the
benefit of the State. Affiant further states that he has not violated any of the
provisions of Article VIII of Chapter VII of Title I of Part III of the Political
Code in incurring the items of expense mentioned in the attached claim, or in any
other way.

Jane Roe
(Authorized County Official's Title)
Title

Subscribed and sworn to before me this tenth day of February, 1942

(Seal)

Mary Jones
Deputy County Clerk
Title

INSTRUCTIONS

Claims (Form DFA 141) must be submitted in triplicate accompanied by affidavits
(Form DFA 140) in triplicate

FORM DFA 141, AUGUST 1941
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
TO BE ACCOMPANIED BY AFFIDAVIT
FORM DFA 140

SUBMIT IN TRIPLICATE TO
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO

January 8, 1942
Date of Claim

CLAIM FOR TRANSPORTATION OF DEPENDENT CHILDREN

Paid By XX County, California
County Case No. 3578
For Transportation of Mary and John Jones State Case No. CA 21
From San Francisco To New York

DATE	METHOD OF TRANSPORTATION	Amount	Paid By Warrant Number	Supported By Voucher Number
1941 Dec.	Transportation Costs: Check Type <input checked="" type="checkbox"/> (Railroad) <input type="checkbox"/> (Bus) <input type="checkbox"/> (Steamship)	\$		
12	From <u>San Francisco</u> To <u>New York</u>	74.50	43760	1
	From _____ To _____			
	From _____ To _____			
	Fullman: Nights of Dec. 12, 13 and 14	10.00	43761	2
	<u>ADDITIONAL EXPENSE</u>			
	DETAIL: Meals en route	10.00) 2.00)	Cash	3
	Total Amount Paid by County . . .	\$96.50		
	STATE'S PRO-RATA, ONE HALF.	\$ <u>48.25</u>		

Form DFA 141

MJC Sec. 8556

685-99 Sec. 685-99 Transportation of Needy Children Claim Forms, ANC
ANC

SENT TO Sec. of State 8-17-42

685-99 FINANCIAL PROCEDURE - Transportation of Needy Children Claim

Public Assistance Program

Sec. 685-00 Transportation of Needy Children Claims

685-00

ANC

W&IC SEC. 1560

Claims for one-half the expense necessarily incurred in transporting needy children to proper homes without the State (see Sec. 102-80, Transportation of Needy Children Outside State) shall be submitted to the SDSW immediately after transportation is effected. Claims shall include the following forms in triplicate and shall be accompanied by certified copies of original vouchers, or by a detailed explanation showing the amount and necessity for each charge. All transportation company charges shall be covered by vouchers.

1. Claim for Transportation of Dependent Children (Form DFA 141), and
2. Affidavit to Accompany Transportation of Dependent Children Claim (Form DFA 140).

Sec. 685-10 State Audit of Transportation of Needy Children Claims

685-10

ANC

W&IC SEC. 1560

Transportation of dependent children claims (Form DFA 141) are audited in the SDSW against the vouchers submitted by the county and forwarded to the State Controller's office for payment. Warrants are payable to the county treasurer.

Sec. 685-20 Claim Corrections

685-20

ANC

W&IC SEC. 1560

Counties are notified, by means of a claim correction letter, of any changes in amounts which have been made during the SDSW claim audit. The reason for each change is stated.

073-25

FARE PERSONNEL STANDARDS O

ization and Administration

073-25 Sec. 073-25 Promotional Eligible Lists

WPS

Names of competitors who are successful in promotional examinations for any given county as provided in these rules shall be placed on the county promotional eligible list for class for which such examination is held and said list may take precedence over eligible list and general reemployment list for said class at discretion of appointing authority.

An employee who leaves employ of the county (except by lay-off) in which he has gained eligibility for promotion shall be considered as having relinquished his right to promotion, and his name shall be stricken from such promotional eligible list. In discretion of SDSW, such employee's name may, if the employee requests it in writing, be placed upon eligible list for same class in accordance with final rating attained in promotional examination, if there be such an eligible list then existing.

073-30 Sec. 073-30 Inactive Lists

WPS

The name of an eligible who is not available for immediate certification shall be placed upon an inactive list, but may be restored to the active list from which it was removed upon written request of such eligible, provided list resulting from the examination in which he participated is still in existence. (See Sec. 073-70, Response by Certified Eligible; and Sec. 073-90, Voluntary Withdrawal from Active List.)

073-50 Sec. 073-50 Request for Certification of Eligibles

WPS

Whenever a position is to be filled, appointing authority shall notify the SDSW of that fact in advance of date of anticipated need and shall make written request for certification on forms prescribed by the SDSW, stating duties, salary, tenure, and location of the position.

In requesting certifications for personnel, the appointing authority may have the right to specify the sex of the eligibles to be certified provided that a justifiable reason is given for the request and is approved by the Personnel Officer.

073-60 Sec. 073-60 Certification of Names

WPS

Examining agency shall certify to appointing authority names and addresses of the three persons who stand highest on eligible lists for class to which position belongs and who have indicated a willingness to accept conditions of employment as specified.

Number of names to be certified to appointing authority shall be on basis of number of appointments to be made plus two from each of following lists: county, district, and State-wide employment lists. All names shall be certified from each eligible list in their consecutive order.

Notwithstanding the existence of an eligible list for a given classification, the appointing authority may request certification from the eligible list for a higher classification within a given series of classifications to fill a vacancy in the lower classification.

Where appointment is for a part-time position, either permanent or temporary, only the names of those eligibles who live in vicinity of the employment need be certified.

If there is no eligible list for class in which vacancy occurs, an appropriate list may be used, if there is such, and in that event only the names of those persons having full qualifications required in vacant position shall be certified.

If an eligible receives a probationary or permanent appointment, such appointment shall constitute, for its duration, a waiver of his right to certification from any other eligible list on which his name appears for a class of position the salary of which is either equal to or lower than that salary covered by his appointment, unless at time of such appointment he requests in writing that his name be retained for certification from such eligible list or lists. (For exception see Sec. 077-20, Appointment to Fill Military Leave Vacancy.)

Name of each employee whose name appears on an eligible list for a class of position with a higher salary range than the salary range of his present class of position shall be submitted by examining agency, and given consideration for the higher class of position if his name is reached.

073-65 Sec. 073-65 Omission of Names From Certification

WPS

If, in the exercise of his choice provided under Sec. 074-00, Original Appointments, appointing authority passes over the name of an eligible on an eligible list in connection with three separate appointments he has made from the eligible list, written request may be made of the SDSW that name of such eligible be omitted from any subsequent certification to same appointing authority from same eligible list. Name of such eligible shall thereafter not be certified to him from that eligible list for future vacancies in that class of position.

073-70 Sec. 073-70 Response by Certified Eligible

WPS

Appointing authority may notify an eligible that he has been certified by the examining agency, may request that he report for interview if he so desires, and shall inform any eligible so notified of the necessity for responding promptly in accordance with the provisions of this section.

Failure of an eligible to respond within 48 hours plus the time required for mail transmittal between headquarters of appointing authority and place of residence of said eligible, or, if notified by telegram requesting him to appear for interview, failure of eligible to present himself or to reach the appointing authority with some kind of communication within 48 hours from the sending of the telegram, shall be deemed an automatic waiver of the certification.

When certification is waived or declined by a certified eligible, appointing authority may request and examining agency shall thereupon certify an additional name in lieu of the eligible who waived. Written evidence of waiver shall be submitted by appointing authority when additional certification is requested.

Name of any eligible who fails to respond, within a reasonable time after notice of certification or any other notice sent him by examining agency requiring an answer, or who fails to keep examining agency advised of his correct address and telephone number, shall be placed on inactive list. Said name may be restored to the active list at any time during remaining time such list is in existence, provided satisfactory reasons are presented to SDSW for failure to respond or to supply required information.

Sec. 072-30 Examination Records

072-30

WPS

All examination papers submitted by competitors are property of examining agency and are confidential records which shall be open to inspection only for such purpose and under such conditions as follows:

1. On written request to the examining agency, any competitor may within thirty days after establishment of eligible list inspect his papers at such time and place and under supervision of such person as examining agency may designate.
2. For inspection of papers in any place away from headquarters of examining agency, and for any inspection after the first, fee shall be 25 cents each.
3. A competitor's papers shall be open to inspection only by himself, his attorney when authorized in writing, and appointing authority (or his authorized representative) to whom competitor's name may be certified for appointment.
4. Unauthorized copying of questions or answers by any person from any paper made available for inspection is forbidden and may result in cancellation of eligibility and disbarment from future examinations.
5. Examining agency may approve such conditions as to time, place, manner, and frequency of inspection as in its judgment may be necessary to prevent abuse of this privilege.

Applications and other necessary examination records shall be kept during life of the eligible list. Examination records of appointees shall be kept for a reasonable period of time, but examination records of other applicants, not appointed may be destroyed thirty days after the eligible list expires or in accordance with practice of examining agency.

All notices of changes of address shall be filed by applicants and eligibles with examining agency. (See also Sec. 076-50, Appeal for Review of Examinations.)

Sec. 073-00 Establishment of Eligible Lists

073-00

WPS

After each examination, examining agency shall prepare an eligible list of persons who qualified. Names of such persons shall be placed on the eligible list in the order of their final ratings starting with the highest. If two or more eligibles have final ratings which are identical their names shall be arranged on eligible list in the order of their ratings on the chief essential of the examination.

In order to assist county agencies in appointing county residents to positions whenever possible, examining agency shall establish eligible lists containing names of eligibles who reside within a given county. Examining agency shall establish such geographical or district eligible lists as directed by the SSWB to include all names of eligibles who reside within a specified district. Examining agency shall also maintain State-wide eligible lists.

For the purpose of preparing a county employment list, an individual will be deemed to be a resident of a county if, at time of establishment of the eligible list, he has resided for a continuous period of at least ninety days in that county. Or, in the event that the individual has not resided continuously in that county for at least ninety days immediately preceding establishment of the employment list, he shall be deemed to be a resident of the county if he can establish the fact that he is a member of the electorate of that county.

However, if an individual changes his residence from one county to another after the employment list has been established, he may have his name placed on the county employment list for the county of his new residence, *provided*, that he makes such a request and presents satisfactory evidence to the examining agency that he has resided in that county for a continuous period of ninety days, or is a qualified elector of that county. The name of one individual shall not appear on more than one county employment list at the same time for any one or several classifications of employment.

If a vacancy exists in a class of position for which there is no appropriate eligible list, examining agency with approval of the SSWB may prepare an appropriate eligible list for the class from one or more existing related eligible lists. For this purpose examining agency shall select eligible lists for classes for which minimum qualifications and examinations are similar to or higher than those required for class in which vacancy exists.

Sec. 073-05 Duration of Eligible Lists

073-05

WPS

Each eligible list shall remain in effect at least one year from the date of its establishment and thereafter until exhausted or replaced by a more recently prepared list for the class.

An eligible list may be deemed by examining agency to be exhausted if fewer than three available eligibles remain on the eligible list.

Notice of intention to abolish an eligible or promotional eligible list upon completion of a new examination shall be sent to all eligibles whose names appear upon the list to be abolished.

It shall be the duty of the SDSW to notify examining agency as far in advance as possible of vacancies which may occur in a county agency. Within these rules, examining agency shall be responsible for determining adequacy of existing eligible lists and for establishment and maintenance of appropriate eligible lists for all positions in the agencies exclusive of exempt positions.

Sec. 073-10 Removal of Names From Eligible Lists

073-10

WPS

Under supervision and direction of the SSWB, examining agency may remove name of an eligible from an eligible list:

1. For any of the causes stipulated in Sec. 071-95, Disqualification of Applicants;
2. On evidence that eligible cannot be located by postal authorities;
3. On receipt of statement from eligible declining an appointment and stating that he no longer desires consideration for a position with the agency;
4. If three offers of a probationary appointment to class for which eligible list was established have been declined by the eligible.

Examining agency shall notify eligible by mail addressed to his last-known address of this action and the reasons therefor. An eligible's name shall be reinstated on the eligible list upon showing of cause satisfactory to the SDSW, or in accordance with a decision of the SSWB upon appeal as provided in Sec. 076-70, Appeal from Dismissal, Suspension, or Demotion.

Sec. 073-20 Reemployment Lists

073-20

WPS

In addition to the eligible list for any class there shall be established for each class a reemployment list, said list to contain names of any employees who had permanent or probationary status and who have been laid off from positions in such class, and persons who have resigned and who within one year from date of resignation have, with consent of appointing authority and SSWB, withdrawn their resignations, said names to be placed on said list in accordance with combined record of efficiency and seniority of said employee.

Any name, after a period of five consecutive years, shall be removed from the reemployment lists unless period is extended by SSWB.

076-60

FARE PERSONNEL STANDARDS O: zation and Administration

076-60 Sec. 076-60 Appeal From Removal From Eligible List

WPS

An eligible whose name has been removed from an eligible list for any of the reasons specified in Sec. 073-10, Removal of Names From Eligible List, may appeal to SSWB for reconsideration. Such appeal shall be filed in writing with SDSW within 30 days after date on which notification was mailed to applicant. SDSW shall refer the appeal with all pertinent information to SSWB. SSWB, after investigation, shall make its decision and shall notify the eligible accordingly.

076-70 Sec. 076-70 Appeal From Dismissal, Suspension, or Demotion

WPS

Permanent employee who is dismissed, suspended, or demoted shall have right to appeal to SSWB not later than 30 days after effective date of dismissal, suspension, or demotion. Such appeal shall be in writing and shall be transmitted to SDSW which shall arrange a formal hearing within reasonable time after receipt of appeal. Both employee and county agency shall be notified reasonably in advance of the hearing and shall have right to present witnesses and give evidence before SSWB.

The SSWB, within 30 days after the hearing, shall make its recommendations in writing to county agency for consideration. After consideration of recommendations of SSWB, county agency shall make its decision which shall be final and which shall be duly recorded in permanent records of SDSW. SDSW shall, in writing, promptly notify employee of final decision of county.

All hearings and investigations of charges for dismissal of an employee shall be public and shall be governed by the provisions of these rules; and in the conduct thereof neither SSWB, its representative, nor any other party, shall be bound by technical rules of evidence, nor shall informality in any proceedings or in manner of taking testimony invalidate any order, decision, rule, or regulation made, approved, or governed by SSWB.

Appellant at such hearings shall have opportunity to present whatever competent evidence he may desire to submit in his own defense and shall have right to be represented by counsel. Witnesses may be subpoenaed by SSWB, and SSWB shall have power to compel attendance of witnesses in accordance with this section.

077-01 Sec. 077-01 Allowance for Leaves of Absence

WPS

Subject to the approval of the county welfare director and the county board of supervisors, any permanent employee may be granted a leave of absence without pay for a period not to exceed one year. An original leave of absence granted for a period of less than one year may be extended at the employee's request, and upon the approval of the county board of supervisors, for a period which when added to the period of the original leave of absence will not total more than one year.

077-02 Sec. 077-02 Granting Leaves of Absence

WPS

Leaves of absence without pay may be granted to permanent employees for any of the following reasons:

1. To attend an institution of learning to improve the skills, knowledges, and techniques of their work in the county welfare department; however, upon the recommendation of the county welfare director and the county board of supervisors, and upon the approval of the SDSW, a permanent employee may be granted an educational leave of absence with pay or with partial pay.
2. Pregnancy;
3. Illness or disability;
4. Any other reason approved by the SDSW.

An employee requesting a leave of absence shall file his request in writing with the appointing officer. Such written request shall include the reasons for the request and the period for which the leave of absence is requested.

The appointing officer shall notify the SDSW of all approved leaves of absence, the period of the leave of absence, and the reasons for which the leave of absence was granted. The separation form (Form PS 21) used by the county welfare departments to report all separations of personnel to the SDSW shall be used for reporting leaves of absence.

An employee granted a leave of absence has a right to reinstatement to his former position upon the expiration of the period of his approved leave of absence, provided his position has not been abolished during his absence. In the event the employee's position has been abolished during the period of his leave of absence, his name shall be placed on the reemployment list for the appropriate classification.

If, during the course of the leave of absence, the employee has obtained a permanent position elsewhere, it shall be the duty of the employee to notify the appointing authority by tendering his resignation from the position from which he was granted a leave of absence.

Persons filling vacancies created by an employee's approved leave of absence shall be informed by the appointing officer that the tenure of their employment is temporary and subject to the return of the employee granted the leave of absence.

The failure of an employee to notify the appointing officer of his availability for reinstatement within ten days after the expiration of the period of the approved leave of absence shall constitute an automatic resignation.

Sec. 076-40 Dismissal

076-40

WPS

Appointing authority may dismiss any employee who, after appointment, has been convicted of an offense in connection with his duties, or of any felony or crime involving moral turpitude. "Conviction" here means a plea or determination of guilt in any court of record, and when such conviction is final, employee shall have no recourse to appeal to the SSWB.

Appointing authority may dismiss any permanent employee who is negligent or inefficient in his duties, unfit to perform his duties, or is guilty of gross misconduct. In case of such dismissal, employee shall be given 15 days' notice in writing by appointing authority stating specific reasons therefor. In extreme cases involving safety, morale, or efficiency of the service, appointing authority may immediately suspend an employee pending dismissal procedure.

In dismissals for cause and other punishments, like penalties shall be imposed for like offenses.

Whenever a dismissed employee who had permanent status, has been adjudged by the SSWB after appeal as dismissed without sufficient cause by appointing authority, the SSWB may place name of dismissed employee on eligible list from which it was taken with its original percentage rating. Such restoration, however, shall not permit a certification to position or to county agency from which employee has been dismissed, except upon written request of appointing authority.

Sec. 076-50 Appeal for Review of Examinations

076-50

WPS

Beginning the second working day after a written examination has been held and extending for a period of ten working days thereafter, any candidate may inspect a keyed copy of questions in examination in which he has been a candidate, and may during such period of inspection file in writing an appeal against any part of the test, citing item or items against which appeal is directed, and reason for such appeal. An eligible list resulting from such test shall not thereafter be established until all of disputed items have been reviewed and appropriate adjustment made by correction in scoring key or elimination of items. Thereafter, no candidate shall be entitled to further appeal against results of the written examination except on grounds of fraud in scoring papers; provided, that nothing contained in this section shall nullify right of candidate to inspect his papers. Examining agency may provide an opportunity for review of test material at such places for such period of time as circumstances may from time to time require.

Any applicant who has taken an examination may appeal to the SSWB for review of his rating in any part of such examination to assure that uniform rating procedures have been applied equally and fairly. Such appeal must be filed in writing at the office of the SDSW within 30 days after the date on which the notification of the results of such examination was mailed to the applicant.

The SSWB will consider appeals from the decisions and ratings of qualifications appraisal boards solely for the reasons and upon the conditions, as follows:

1. For alleged irregularity, bias or fraud in the conduct of the investigation or interview; or
2. For alleged erroneous interpretation and application of the minimum qualifications prescribed for the examination; and
3. Upon receipt by the SSWB, within thirty days of the sending out of the notice of test results, of a written statement by the competitor setting forth the facts upon which he bases his appeal and the determination by the SSWB whether or not good cause exists for the consideration of the appeal.

If, upon considering such an appeal, the SSWB decides that the competitor possesses the minimum qualifications of education, experience, personal traits and fitness for the classification and merits a passing rating, it shall, in the absence of fraud on the part of the qualifications appraisal board, give him a rating on education, experience, and/or personal qualifications not in excess of the minimum passing grade prescribed for the examination.

A rating in any part of an examination shall not be changed unless compliance with the foregoing conditions has been made and unless it is found by the SSWB that a substantial error has been made. The SSWB's decision with respect to a review or change shall be final and shall be entered in its minutes. A correction in the rating shall not affect a certification or appointment which may have already been made from the eligible list.

Sec. 076-53 Procedure on Appeals for Review of Examinations

076-53

WPS

Upon the granting of a hearing on an examination appeal, SSWB shall request examining agency to prepare a report in answer to the appeal. A copy of such report shall be sent to appellant by registered mail at least 10 days prior to the hearing.

Appeals shall be heard on an informal basis by a referee appointed from the SSWB by its chairman. Employees of the SDSW whose presence is requested by the referee or the Chairman of the SSWB may be present at any appeal to render such assistance as may be required; however, no such employee shall appear in behalf of or against any appellant except upon subpoena.

Appellant shall be permitted to bring witnesses, papers or such documents as he finds necessary and may be represented by counsel.

Referee shall announce at the close of the hearing the date on which his report will be presented to the SSWB. Appellant shall be notified 10 days prior to the meeting. Assistant secretary of the SSWB shall notify appellant at least 10 days prior to the meeting of the date, time and place of the SSWB meeting at which his appeal will be presented.

Decision of the SSWB on any appeal shall be final. Rehearing of appeal may be granted if the SSWB is satisfied that new evidence is available which would affect the decision previously rendered or on discovery of a mistake of fact or law.

078-00 **Sec. 078-00 Service Ratings**

WPS

The SDSW in consultation with appointing authorities shall establish and make effective a system of service ratings designed to give a fair evaluation of quality and quantity of work performed in agencies. In so far as practicable, systems of service ratings in agencies shall be uniform. Such ratings shall be prepared and recorded for all permanent employees at regular intervals not to exceed six months and for probationary employees at intervals of three months and before end of last month of probationary period. Service ratings shall be considered in determining salary advancements and in making promotions, demotions, dismissals, and in determining order of separations due to reduction of force. An employee shall be notified of his service rating in writing by SDSW.

It shall be duty of appointing authority during probationary period of each employee to investigate thoroughly his conduct, capacity, moral responsibility and integrity to determine whether employee is fully qualified for permanent status. Report on those and other designated qualities and characteristics shall be made for each probationary employee at end of each three months, and maintained in county agency subject to inspection of SDSW. Before end of last month of probationary period, such reports and a final report shall be made to SDSW on forms prescribed by SDSW.

078-50 **Sec. 078-50 Interference With Elections**

WPS

No employee of a county agency or SDSW, engaged on a full- or part-time basis in administration and operation of State public assistance or Child Welfare Services programs, shall use his official authority or influence for purpose of interfering with an election or affecting the results thereof. All persons occupying positions other than those exempted in definition 4, Sec. 070-00, Definitions, while retaining the right to vote as they please and to express privately their opinions on all political subjects, shall take no active part in political management or in political campaigns.

078-60 **Sec. 078-60 Religious and Political Discrimination or Disclosure**

WPS

No question in any form of application or in any examination shall be so framed as to elicit information concerning political or religious opinions or affiliations of any applicant, nor shall any inquiry be made concerning such opinions or affiliations, and all disclosures thereof shall be discountenanced. No discriminations shall be exercised, threatened, or promised by any person in employ of county agencies or SDSW against or in favor of any applicant, eligible, or employee because of his political or religious opinions or affiliations except as provided in Subdivision 11, Sec. 071-95, Disqualification of Applicants.

No recommendation of any applicant, eligible, or employee involving a disclosure of his political or religious opinions or affiliations shall be considered or filed by county agencies, SSWB, or any officer or employee of any agency concerned in making appointments or promotions.

078-80 **Sec. 078-80 Other Employment**

WPS

No employee shall have conflicting employment while in employ of a county agency. Determination of such conflict shall be made by SDSW.

079-00 **Sec. 079-00 Payroll Certification**

WPS

In cooperation with county agencies, a plan shall be adopted providing for certification of payrolls by SDSW. Such plans shall provide for review of payrolls within four weeks following each payroll period.

079-30 **Sec. 079-30 Records and Reports**

WPS

SDSW shall establish and maintain a service record for each employee, showing name, title, organizational unit, salary, changes in status, service ratings, and such other personnel information as may be considered pertinent. Every recommendation for temporary or permanent change in status of an employee shall be submitted on prescribed forms to SDSW which shall submit recommendations to appointing authority. All personnel records shall be open to inspection of SSWB. SDSW shall make written report annually, to SSWB and county agencies on personnel activities and procedures of county agencies. A copy shall be simultaneously filed with examining agency.

079-60 **Sec. 079-60 Cooperation With Other Merit-System Agencies**

WPS

The SSWB may cooperate with other State departments or with Federal or other public agencies whose merit systems operate in conformity with standards comparable to those contained in these rules. The SSWB may recognize an appropriate eligible list for a class of position established under another merit system operating in conformity with these standards, and may accept regular certification from such eligible lists under Sec. 073-60, Certification of Names.

079-70 **Sec. 079-70 Applicability**

WPS

All positions in county agencies engaged in administration of State public assistance and Child Welfare Services programs shall be filled by persons selected on basis of merit in accordance with these rules, excepting those positions in counties in which a merit system has been in effect prior to January 1, 1940, and excepting those positions hereinbefore exempted in Sec. 070-00, Definitions.

In counties in which a merit system has been in effect prior to January 1, 1940, SSWB may delegate to the civil service agency in any such county, responsibility for operation of a merit system plan, providing standards of qualifications and examinations are equal to or higher than standards required by these rules.

079-80 **Sec. 079-80 Amendments**

WPS

If and when it appears desirable in the interest of good administration, the SSWB may, after consultation with the counties, make additions to or amend these rules.

Any county which may in the future adopt a comprehensive merit system program by county ordinance covering personnel administering California public assistance and/or Child Welfare Services programs of the Social Security Act, shall submit copy of ordinance to SSWB. SSWB shall then transmit the ordinance and rules and regulations to the Social Security Board of the Federal Security Agency, and/or the Children's Bureau of the United States Department of Labor, for review and consideration as an amendment to the California Plan.

Sec. 077-15 Reinstatement Following Military Leave

077-15

WPS

Any individual granted military leave in accordance with Sec. 077-10, Military Leave, shall have right to be restored to his former position with same status formerly held by him upon application by him in writing to SSWB within 90 days after termination of such military service; *provided*, that position he held at time of his entrance into military service has not been abolished during his absence. In event that such position has been abolished, the individual returning from military leave shall be considered separated from employment and shall lose his right to reinstatement.

The position of an individual on military leave shall be considered as not having been abolished if there is existing at time of request for reinstatement in same county agency in which he was employed at least one position of same classification and title as position in which he was employed at time his military leave was granted. In event that no such position is vacant at time reinstatement is requested, appointing authority shall effect the layoff of an employee who has not been granted military leave in accordance with Sec. 076-05, Reduction of Force, in order to provide a vacant position for individual returning from military leave. However, if individual who replaced the employee on military leave is still employed in that position by county agency at time of requested reinstatement, replacee shall be separated forthwith.

Sec. 077-20 Appointment to Fill Military Leave Vacancy

077-20

WPS

An appointment to a position vacated as a result of military leave under provisions of Sec. 077-10, Military Leave, shall be made from names certified from an appropriate employment list in the same manner as provided for permanent appointment under Sec. 073-60, Certification of Names, except that individual appointed to such a position as result of vacancy created by military leave shall be notified in writing by appointing authority that duration of his employment shall be subject to return and subsequent reinstatement of individual who is on military leave. This provision shall apply likewise to any successive appointment made to same position.

Sec. 077-25 Name of Person Filling Military Leave Vacancy to Remain on Employment List

077-25

WPS

The name of an individual certified from an employment list to fill a position vacated as result of military leave shall remain on that employment list and he shall be certified to all future permanent positions as provided for in Sec. 073-60, Certification of Names, in same manner as if he had not been certified to a position vacated as result of military leave.

Sec. 077-30 Restoration of Name to Employment List After Military Leave

077-30

WPS

If name of an individual is placed on an inactive employment list in accordance with Sec. 073-70, Response by Certified Eligible, or Sec. 073-90, Voluntary Withdrawal from Active List, or if name of an individual is removed from an active employment list in accordance with Sec. 073-10, Removal of Names from Eligible Lists, subdivision 2, because of individual's absence due to military service, his name may be restored to appropriate active employment list by presenting written evidence of such military service to SDSW within 90 days after termination of his military service. In event that employment list existing at time of individual's entrance into military service has expired at time individual requests restoration to employment list, name of individual shall be restored to active employment list resulting from an examination given during his military service. In event that employment list containing name of individual has been replaced since his entrance into military service by an employment list resulting from another examination, name of individual shall be ranked on new active employment list on basis of his total percentage rating in the earlier examination and in proper relationship to the other total percentage ratings on the more recent examination.

Sec. 101-00 Chart of Certain Provisions of the W. & I. Code—Continued

OAS; ANB; APSB; ANC

(This chart is not intended to be all inclusive, but presents brief statements of general provisions.)

PROVISIONS	OLD AGE SECURITY	AID TO NEEDY BLIND AID TO PARTIALLY SELF-SUP- PORTING BLIND RESIDENTS	AID TO NEEDY CHILDREN
CONSTRUCTION OF LAW	To be liberally construed. (W.&I.C. 2003)	To be liberally construed to effect objects and purposes. (W.&I.C. 3001, 3401)	To be liberally construed to effect its objects and purposes. (W.&I.C. 1507)
INSTITUTIONAL CARE A. Public Institution	Aid may not be paid to inmate of public home or institution of custodial, correctional, or curative character, except in case of temporary medical or surgical care in a public hospital for period not exceeding 60 days. (W.&I.C. 2160) For each person who is receiving OAS when he enters a county hospital for medical care at county expense, the State, during the period following the first 60 days of confinement, pays to the county the State's share of the OAS such person would have received if he were not confined. (W.&I.C. 2160.7)	Aid may not be paid to inmate of institution supported in whole or part by State or political subdivision, except in case of hospitalization in public hospital for period not exceeding 30 days. Blind persons employed in shop maintained by State which does not provide board and room to employees, are not inmates of public institution. Aid shall not be denied because of applicant's attendance at any public high school or institution of higher learning in California. (W.&I.C. 3044, 3444)	
B. Private Institution	Aid may be paid inmate of home or institution maintained by any fraternal, benevolent, or other non-profit organization under certain conditions. (W.&I.C. 2160.5)	Aid may be paid inmate of a home or institution maintained by any fraternal, benevolent, or other non-profit organization under certain conditions. (W.&I.C. 3044.5, 3460)	An institution maintaining a needy child may apply to SDSW for aid for child. (W.&I.C. 1557) No child maintained in an institution for whom a bona fide offer of proper home, of same religious faith as child or parents, is made is eligible for further aid. (W.&I.C. 1524)
INVESTIGATION	Board of supervisors, directly or through an authorized investigator, shall upon receipt of an application, promptly, without unnecessary delay and with all diligence, make necessary investigation which shall be completed within 90 days after receipt of application. (W.&I.C. 2181)	Board of supervisors shall immediately investigate into merits of all applications. Investigation shall be completed within 90 days after receipt of application. (W.&I.C. 3082, 3460)	County shall promptly investigate all applications in the manner and on forms prescribed by the SDSW. (W.&I.C. 1550)
NEED	Required. (W.&I.C. 2001)	ANB Inability to provide self with necessities of life as defined in ANB law. (W.&I.C. 3005) APSB Inability to provide self fully with necessities of life as defined in APSB law. (W.&I.C. 3403) ANB-APSB Aid may not be denied because of free board and lodging supplied under certain circumstances. (W.&I.C. 3049, 3449)	Required. (W.&I.C. 1500)
PAUPERISM	No person shall be deemed a pauper because he receives OAS. (W.&I.C. 2009)	No person shall be deemed a pauper because he receives ANB or APSB. (W.&I.C. 3002, 3460)	

Sec. 101-00 Chart of Certain Provisions of the W. & I. Code

OAS; ANB; APSB; ANC

(This chart is not intended to be all inclusive, but presents brief statements of general provisions.)

PROVISIONS	OLD AGE SECURITY	AID TO NEEDY BLIND AID TO PARTIALLY SELF-SUP- PORTING BLIND RESIDENTS	AID TO NEEDY CHILDREN
AGE	65 years of age or over. (W.&I.C. 2160)	16 years of age or over. (W.&I.C. 3040, 3041, 3430, 3431)	Under 18 years of age. (W.&I.C. 1522)
AID			
A. Amount	<p>Shall be an amount which when added to applicant's income (including currently used resources but not casual income and inconsequential resources) totals \$40 a month. (W.&I.C. 2020)</p> <p>Applicant whose need exceeds \$40 a month may receive aid, not to exceed \$40, which when added to his income, as above, equals his actual need. (W.&I.C. 2020)</p>	<p>ANB</p> <p>Shall be an amount which when added to applicant's income (including currently used resources but not casual income or inconsequential resources) totals \$50 a month. (W.&I.C. 3084)</p> <p>Applicant whose need exceeds \$50 a month may receive aid, not to exceed \$50, which when added to his income, as above, equals his actual need. (W.&I.C. 3084)</p> <p>APSB</p> <p>Shall be an amount which when added to applicant's net income from all other sources, totals \$50 a month. Income from certain sources of a total value not exceeding \$400 per annum not considered for any purpose. (W.&I.C. 3472)</p>	<p>Shall be \$22.50 for each needy child, or so much thereof as is necessary for adequate support; except that when application is filed by institution, State to pay \$15 a month for each child.</p> <p>Additional sums may be paid from other State and county funds if needed for adequate care of family. (Basic ANC budget schedule to be used.) (W.&I.C. 1510, 1511, 1512)</p> <p>No child for whose specific support \$25 a month is paid, other than under ANC law, is eligible. (W.&I.C. 1523)</p>
B. Inalienable	OAS absolutely inalienable. (W.&I.C. 2006)	Aid absolutely inalienable. (W.&I.C. 3008, 3407) No person concerned with administration of ANB or APSB shall dictate manner of expenditure of such aid. (W.&I.C. 3003, 3402)	ANC absolutely inalienable. (W.&I.C. 1505)
C. Payment			
1. To begin	<p>1. As of date application signed, if granted during same month;</p> <p>2. As of first of month in which application granted, if signed in a previous month and granted before end of 90-day investigation period;</p> <p>3. As of first of month following end of 90-day period, if application granted after end of that period; (W.&I.C. 2183)</p> <p>4. As of date directed by SSWB in an appeal case. (W.&I.C. 2182)</p>	<p>1. As of date application signed, if granted during same month;</p> <p>2. As of first of month in which application granted, if signed in a previous month;</p> <p>3. As of date directed by SSWB in an appeal case. (W.&I.C. 3084, 3460)</p>	<p>1. As of date application signed, if granted during same month;</p> <p>2. As of first of month in which application granted if signed in a previous month;</p> <p>3. As of date directed by SSWB in an appeal case. (W.&I.C. 1552)</p>
2. Time and Medium	Aid shall be paid monthly in advance by county warrant. It is unlawful to order payment of any part of aid in form of merchandise orders for food, rent or otherwise. (W.&I.C. 2183)	Aid shall be paid monthly in advance by county warrant. (W.&I.C. 3084, 3460)	Aid shall be paid by county warrant monthly in advance except when child maintained in BHI. (W.&I.C. 1552)
APPEALS	<p>Any applicant dissatisfied with action of board of supervisors shall upon appeal to SDSW be accorded a fair hearing. (W.&I.C. 2182)</p> <p>Applicant who feels aggrieved by any decision of SSWB may file with superior court of county of residence a petition for review of entire proceedings upon questions of law involved. (W.&I.C. 2182)</p>	<p>Any applicant dissatisfied with action of board of supervisors shall upon appeal to SDSW be accorded a fair hearing. (W.&I.C. 3086, 3460, 3473)</p> <p>Any person dissatisfied with action of SDSW in suspending or canceling aid shall upon appeal to SSWB be accorded a fair hearing. (W.&I.C. 3078, 3460)</p>	Any applicant or recipient if dissatisfied with action of the county shall upon appeal to SDSW be accorded a fair hearing. (W.&I.C. 1551)
BLINDNESS		Vision of applicant must be impaired or lost so that he is unable to provide himself with necessities of life. (W.&I.C. 3005, 3403)	
CITIZENSHIP	Applicant must be American citizen. (W.&I.C. 2160)		

Sec. 101-00 Chart of Certain Provisions of the W. & I. Code—Continued

OAS; ANB; APSB; ANC

(This chart is not intended to be all inclusive, but presents brief statements of general provisions.)

PROVISIONS	OLD AGE SECURITY	AID TO NEEDY BLIND AID TO PARTIALLY SELF-SUPPORTING BLIND RESIDENTS	AID TO NEEDY CHILDREN
PURPOSE OF LAW	To aid certain needy aged residents of California. (W.&I.C. 2001) To give aid to applicants in their own or other suitable homes, in preference to placing them in institutions. (W.&I.C. 2005)	ANB To aid certain needy blind persons who have not sufficient income of their own to provide themselves with necessities of life. (W.&I.C. 3005) APSB To aid certain blind persons who have not sufficient income of their own to provide themselves fully with necessities of life. (W.&I.C. 3403) To provide a plan whereby blind residents of California may be encouraged to take advantage of and enlarge their economic opportunities, to the end that they may become independent of public assistance and entirely self-supporting. (W.&I.C. 3400)	To provide aid for children whose dependency is caused by circumstances defined in the ANC law; To keep children in own homes whenever possible; To provide best substitute for own home for children who must have foster care. (W.&I.C. 1503)
RECORDS CONFIDENTIAL	All applications and records are confidential; no list of recipients shall be disclosed; rules of SDSW as to use, custody, preservation of such records shall be observed. (W.&I.C. 118)	All applications and records are confidential; no list of recipients shall be disclosed; rules of SDSW as to use, custody, preservation of such records shall be observed. (W.&I.C. 118.1). However, all papers and records pertaining to his case shall be open to inspection at any time during business hours by the applicant or his attorney or agent. (W.&I.C. 3079, 3460)	All applications and records are confidential; no list of recipients shall be disclosed; rules of SDSW as to use, custody, preservation of such records shall be observed. (W.&I.C. 118)
RELATIVES RESPONSIBLE	Spouse and child. (W.&I.C. 2160) Recovery action shall be brought against spouse or adult child pecuniarily able to assist applicant. Payment of aid shall not be contingent upon such recovery. (W.&I.C. 2224)	Spouse, parent and adult child. Recovery action may be brought against foregoing if pecuniarily able to assist applicant. Payment of aid shall not be contingent upon such recovery. (W.&I.C. 3088, 3474)	Parents. (C.C. 137, 138, 139, 196, 196A, 206, 207, 208, 209)
RESIDENCE A. State	Applicant shall have resided in California 5 out of last 9 years, including year immediately preceding date of application. (W.&I.C. 2160)	If became blind while California resident, no period of residence preceding date of application required. (W.&I.C. 3040, 3430) ANB If became blind while not California resident, applicant shall have resided in State 5 out of last 9 years, including the year immediately preceding date of application. (W.&I.C. 3041) APSB If became blind while not California resident applicant shall have resided in State 10 years immediately preceding date of application. (W.&I.C. 3431)	If child born in California, no specific period of residence preceding date of application required; If child not born in California, he shall have been physically present or parent shall have resided in State for one year immediately preceding date of application. (W.&I.C. 1525)
B. County	No period required prior to date of application for eligibility to aid. (W.&I.C. 2160) For county financial participation, one year of county residence required. (W.&I.C. 2160)	No period required prior to date of application for eligibility to aid. (W.&I.C. 3042, 3432) For county financial participation, 6 months' period of county residence is required if applicant became blind while California resident; otherwise, one year of county residence required. (W.&I.C. 3040, 3041, 3430, 3431)	No period required prior to date of application for eligibility to aid. (W.&I.C. 1512, 1526D, 1557) For county financial participation, one year of county residence required except in case of foundling or child whose application is filed by institution maintaining him. (W.&I.C. 1526)
SOLICITATION OF ALMS		No person who publicly solicits alms in this State is eligible for aid. (W.&I.C. 3046, 3446)	
TRANSFERS, INTER-COUNTY	Recipient who moves from one county to another with intent to reside in second county shall be entitled to continuance of aid by first county for one year. Aid shall then be paid, if eligibility continues, through the county in which recipient has attained residence. (W.&I.C. 2200)	Recipient who moves from one county to another with intent to reside in second county shall be entitled to continuance of aid by first county for one year. Aid shall then be paid, if eligibility continues, through the county in which recipient has attained residence. (W.&I.C. 3090, 3450)	Child whose residence is changed from one county to another shall be entitled to continuance of aid by first county for one year. Aid shall then be paid, if eligibility continues, through the county in which the child has attained residence. (W.&I.C. 1527)

Sec. 101-00 Chart of Certain Provisions of the W. & I. Code—Continued

OAS; ANB; APSB; ANC

(This chart is not intended to be all inclusive, but presents brief statements of general provisions.)

PROVISIONS	OLD AGE SECURITY	AID TO NEEDY BLIND AID TO PARTIALLY SELF-SUP- PORTING BLIND RESIDENTS	AID TO NEEDY CHILDREN
PROPERTY			
A. Real and Personal	<p>County assessed value applicant's real property not to exceed \$3000 (W.&I.C. 2164) or, if married, County assessed value combined real property of applicant and spouse not to exceed \$3000. (W.&I.C. 2165)</p> <p>Real property in another state owned by spouse under certain circumstances shall not preclude applicant's receiving aid unless he has a present legal interest therein. (W.&I.C. 2165A)</p> <p>Estates for not less than 10 years when used as residence by owners thereof shall be considered real property. (W.&I.C. 2163.5)</p> <p>Value of applicant's personal property not to exceed \$500. (W.&I.C. 2163)</p> <p>Personal property shall not include a policy or policies of insurance in effect at least 5 years prior to application, if value at maturity does not exceed \$1000. (W.&I.C. 2163)</p>	<p>County assessed value, less encumbrances of record, of personal or real property, or both, of applicant, including his share of community property, not to exceed \$3000. (W.&I.C. 3047, 3447)</p> <p>Personal property shall not include a policy or policies of insurance in effect at least 5 years prior to application, if value at maturity does not exceed \$1000. (W.&I.C. 3047, 3447)</p>	<p>County assessed value combined real property child and/or parents not to exceed \$3000. (W.&I.C. 1520)</p> <p>Cash or securities owned by orphan child not to exceed \$250. (W.&I.C. 1521)</p> <p>Combined value of cash or securities owned by child or children in one family and/or parents not to exceed \$500. (W.&I.C. 1521)</p>
B. Transfer	<p>Applicant must not have made voluntary assignment or transfer of property for purpose of qualifying for aid (W.&I.C. 2160) but shall not be denied aid for transfer which does not deprive him of present use, enjoyment or income thereof and does not render him ineligible under maximum property limitations. (W.&I.C. 2007.5)</p> <p>Any person knowing that the owner is an applicant who aids or abets in buying or disposing of property shall give 15 days notice in writing to the board of supervisors. Failure to do so constitutes misdemeanor. (W.&I.C. 2007)</p>		
C. Liens	No aid granted under OAS law may constitute a lien against property of recipient. (W.&I.C. 2225)		
D. Miscellaneous	<p>Recipient shall notify county immediately of acquisition of any property by self or spouse in excess of amount allowed. (W.&I.C. 2222)</p> <p>If, on death of recipient, it is found that he was possessed of property in excess of amount allowed, double amount of aid paid in excess of that to which he was legally entitled may be recovered by SDSW. (W.&I.C. 2223)</p>		

parent or guardian in the State to establish residence for him and to child who is not a ward of court. It also includes cases where subdivisions a, b, or c cannot be applied, because, after a complete investigation, the county is unable to locate and therefore to determine residence of the parent or guardian. It also applies to a child living in an institution except when the county places the child in the institution, in which case the child retains the residence of the county so placing the child. The county may accept an application from person who is actually caring for child regardless of relationship between child and such person, or, if this procedure is not deemed advisable, the county may, in its own behalf, file an application for support for child. (See also Sec. 125-05, Residence of Child, ANC Application Filed by Institution.)

- f. If child has been declared permanently free from the custody and control of his parents, his residence is in county in which the court issuing order is situated.

An example in which the above rules are applied follows:

Example: Half-orphan child living in County A with mother since 1939. Mother dies August 24, 1940. Child remains in same county living in home of uncle. Uncle appointed child's legal guardian on September 18, 1940. Child adopted by uncle and his wife on February 18, 1941. Uncle dies June 6, 1941. Adoptive mother and child continue to reside in County A. Application for ANC filed July 5, 1941.

Child's residence in County A determined by natural mother (subdivision b) from July 5, 1940, through August 24, 1940; by physical presence (subdivision e) from August 25, 1940, through September 17, 1940; by guardian (subdivision c) from September 18, 1940, through February 17, 1941; by adoptive father (subdivision a) from February 18, 1941, through June 6, 1941; by adoptive mother (subdivision b) from June 7, 1941, through date of application.

under ANC law, the following rules shall govern and shall be operative in consecutive order; i.e., subdivision a must be applied first and if that is not applicable, subdivision b must be applied; if that is not applicable then c must be applied, etc.:

- a. Residence of father determines that of child during lifetime of father unless father has abandoned child, has been legally deprived of its custody, or is in fact living separate and apart from mother of child. In the latter case, residence of child is determined by residence of parent who has his custody. "Legally deprived of its custody" is held to mean deprived of custody (1) because of the appointment of a legal guardian; (2) by reason of a court order declaring the child free from the parents' care and custody under Sec. 775 et seq. of the W. & I. C. or (3) by court order in a divorce action. A parent of a child who is made a ward of the Juvenile Court under Sec. 700 of the W. & I. C. is not deprived of custody by reason of such commitment.
- b. If child's residence is not determined under subdivision a, then residence of mother determines that of child during lifetime of mother, unless mother has abandoned child or has been legally deprived of its custody. (See subdivision a for definition of "legally deprived of custody.") Residence of husband shall not be deemed residence of wife when they are living separate and apart and in such case each may have a separate residence, dependent upon proof of the fact. The fact of living separate and apart in such instance implies physical separation and may be voluntary, or may be involuntary if husband is a patient in public or private hospital or inmate of a prison for a continued length of time.
- c. If residence of child is not determined under subdivisions a and b above, then residence of any individual who has been appointed guardian by court order or individual who has been given care or custody of child by a court of competent jurisdiction determines residence of child. This is held to mean the individual to whom care or custody has been awarded by court order.
- d. A foundling is deemed to have county residence in the county in which he is found.
- e. If residence is not determined under subdivisions a, b, c, or d, above, then the following should be invoked:
County in which child is living shall be deemed county of residence when child has been physically present in county for one year. This applies to child who does not have a

residence for a child, affidavit of intent of the parent or guardian as to his residence is secured in addition to evidence supporting the claim of continuous residence.

When child's residence has not been determined by a parent, guardian or court of competent jurisdiction, child's physical presence determines his residence. Child's whereabouts throughout the period during which his physical presence is pertinent shall be determined.

When child's residence is determined by a court order declaring him permanently free from the custody and control of his parents, date of court order is evidence of the date from which child's residence is determined by the court and of the fact of such residence.

Example a: Affidavit of Intent as to Residence of ANB applicant who became blind while residing in California indicates that he returned to County A to re-establish permanent residence on February 15, 1940. Original ANB application filed in County A on March 6, 1940. Whereabouts during past three years was as follows:

County	From	To	Reason for Change
County A	1937	1-15-39	
County B	1-15-39	2-15-40	To reside, warmer climate
County A	2-15-40	Present	To reside, too warm in County B

Conclusion: Upon return to County A, applicant begins anew to establish residence therein and will complete six months of residence on August 15, 1940. Aid, granted to begin as of April 1, 1940, on non-county basis, would change to joint participation as of September 1, 1940.

Example b: OAS applicant's Affidavit of Intent as to Residence indicates that he returned to County A to remain permanently on February 5, 1940, and that his whereabouts during the past three years was as follows:

County	From	To	Reason for Change
County A	1937	1-15-39	
County B	1-15-39	2-5-40	To accept temporary employment
County A	2-5-40	Present	To reside, employment ceased

Applicant always planned to return to County A when his employment in County B ceased. He states that he so planned and there is no evidence which refutes his statement, as, for example, registration as a voter in County B.

Conclusion: Residence in County A was not lost during temporary absence for employment and, upon physical return to County A, applicant is eligible for payment of aid on a joint, rather than a non-county basis.

Example c: OAS applicant's Affidavit of Intent as to Residence indicates that he "followed the crops" and that his whereabouts during the past three years was as follows:

County	From	To	Reason for Change
County A	June 1937	Sept. 1937	Agricultural labor
County B	Sept. 1937	Dec. 1937	Agricultural labor
County C	Dec. 1937	Feb. 1938	Unemployed, living with son
County D	Feb. 1938	June 1938	Agricultural labor
Arizona	June 1938	Jan. 1939	Agricultural labor
County C	Jan. 1939	March 1939	Unemployed, living with son
Arizona	March 1939	May 1939	Agricultural labor
County D	May 1939	July 1939	Agricultural labor
Oregon	July 1939	Nov. 1939	Agricultural labor
County C	Nov. 1939	March 1940	Unemployed, living with son
County D	April 1940	Present	Agricultural labor; unemployed; decided to stay

Application filed May 14, 1940. From evidence presented, it is determined that County C was county of former residence. Applicant stayed there for awhile after coming to State in 1931 and gave son's address as his home when registering car from 1932 to date. He also voted there in 1936, and never voted afterward. Although applicant came to County D to obtain employment, his work terminated on May 12, 1940, when he found himself unable to continue work because of advancing age. He then decided that he would remain in County D as living expenses were low and the climate more equable than elsewhere.

Conclusion: Residence in County D was established by union of act and intent on May 13, 1940. OAS granted to begin as of June 1, 1940, is on non-county basis until May 31, 1941, joint financial participation to begin as of June 1, 1941.

Example d: Mother and two half-orphan children who were born in California are living in County B. Mother files application for ANC on October 7, 1940, and states she has lived in County B since Sept. 6, 1940. Affidavit of Intent as to Residence shows the following moves:

County	From	To	Reason for Change
Oregon	Aug. 1939	Jan. 1940	
Nevada	Jan. 1940	Sept. 1940	To reside, dry climate
County B	Sept. 1940	Present	To live near sister

Conclusion: ANC granted to begin as of November 1, 1940, on non-county basis until September 30, 1941, when one year's residence will have been completed in County B, aid to be paid on joint participation basis beginning October 1, 1941.

Sec. 122-15 Non-County Residence POL. CODE SEC. 52; W&IC SECS. 1512; 1560; 2160D; 2141; 3042; 3075; 122-15
OAS; ANB; ANC 3432; 3460

A person otherwise eligible who qualifies under State residence requirements for the respective category of aid and who does not have a county residence of one year (six months for ANB applicant who became blind while a resident of this State) in the county in which he resides shall be granted aid if otherwise eligible. Aid shall be reimbursed in full by the State until required period of county residence has been completed.

In OAS and ANB, the applicant's affidavit regarding date residence was established by union of act and intent in county of application is secured. Applicant also gives a report of his whereabouts for three years immediately preceding date of application and the reason for each removal. When that report or other information indicates a former residence in county of application, there must be verification that such residence was lost. Otherwise county financial participation in the grant of aid is necessary.

In ANC, the date the child's residence was established in county of application shall be determined. A report shall also be secured on the child's residence for a period of one year preceding the date residence was established in county of application. When a parent or guardian establishes

122-70 **Sec. 122-70 Removal of Non-County Aid Recipient**OAS; ANB; APSB; ANC | **WELC SECS. 1512; 1560; 2141; 2160D; 3042; 3075; 3432; 3460**

Recipients in OAS, ANB, or APSB, or person who determines the residence of the child in ANB, APSB, or ANC, may move to another county with intent to reside while aid is being paid on a non-county basis by the first county. In such cases, first county shall notify the second county in writing of the fact of removal, of the date, if known, on which the recipient, or person fixing child's residence, left first county. Counties involved shall agree upon a date for discontinuance by first county and assumption of responsibility by second county.

If it becomes apparent that second county can not complete investigation and take action so that aid can be continuous, first county should be so informed. First county may then continue aid for an additional period. However, if date upon which joint participation in payment would have begun in first county arrives before aid can be initiated by second county, aid shall be discontinued by first county immediately. In other words, no more than twelve months of non-county aid may be paid consecutively by one county (six months in case of ANB or APSB recipient who became blind while a California resident).

It is essential that second county assumes responsibility for payment of non-county aid at the earliest possible date. A new application and certificate of eligibility shall be completed. Determination shall be made of the date residence was established, whereabouts during the past three years for OAS, ANB, and APSB, and in ANC whereabouts for one year immediately preceding date residence was established in present county. Verification of continuance of need is also necessary. First county shall furnish certified copies of evidence verifying other points of eligibility.

Aid granted in the amount for which eligibility is established will be reimbursed in full by State until continuous residence of one year has been completed in a single county (six months in case of ANB or APSB recipient who became blind while California resident). Joint financial participation begins as of the first day of first month after date upon which required period of county residence is completed unless that be first day of month, in which event joint payment shall begin on that day.

Example a: A non-county aid recipient in OAS, ANB, or in ANC person determining residence of child, residing in County A removes with intent to reside in County B, on June 1, 1940. County A sends written notification to County B; July 31, 1941, is agreed upon as the date aid is to be discontinued by County A. County B takes application on June 7, 1940, and proceeds with required residence and need verification. Application is presented to Board of Supervisors at meeting in July and aid is granted as of August 1, 1940. Full reimbursement will be made by State until May 31, 1941 (November 30, 1940, in case of ANB recipient who became blind while State resident). Joint financial participation will begin as of June 1, 1941, if residence continues in County B until that date (or on December 1, 1940, for ANB recipient who became blind while California resident).

Example b: A non-county OAS, ANB, recipient who would have completed required period of county residence on July 6, 1940, in County A, moves to County B on June 12, 1940, with intent to reside. Aid shall be discontinued by County A as of July 31, 1940. Every effort should be made by County B to begin payment of non-county aid as of August 1, 1940. Full reimbursement would be made by State until June 30, 1941 (December 31, 1940, in case of ANB recipient who became blind while State resident).

Sec. 122-65 Removal of Transferred Recipient to a Third County

122-65

OAS; ANB; APSB; ANC **W&IC SECS. 1511; 1512; 1527; 2160D; 2200; 3040; 3041; 3042; 3090; 3430; 3431; 3432; 3450**

When a recipient in OAS, ANB, or APSB, or a person who determines residence of the child in ANB, APSB, or ANC, changes his residence from a second to a third county before one year's residence is completed in the second county, the first county continues to be responsible for the payment of aid until the end of the month following completion of one year's absence from the first county. (For exception, see Secs. 122-53 and 122-54, Discontinuance of Aid During Transfer Period.) The first county shall notify the third county of the change in county residence and the date on which aid will be discontinued, and shall provide the third county with certified copies of documents pertinent to the establishment of eligibility by the third county. An application is filed in the third county and aid to which the person is eligible paid on a non-county basis until completion of one year's residence in the third county (six months in case of ANB or APSB recipient who became blind while California resident).

Example a: OAS recipient receiving aid and residing in County A removes to County B on June 8, 1940, with intent to reside there. Transfer arrangements are completed, County A to discontinue aid as of June 30, 1941. Recipient, however, decides that he would rather live in County C and goes there with that intention on October 1, 1940. County A informs County C of the above facts and continues aid until June 30, 1941. County C takes application and grants non-county aid beginning as of July 1, 1941. If recipient continues to reside in County C, county will participate in payment of aid on and after October 1, 1941.

Example b: ANB recipient, who became blind while a State resident, receiving aid and residing in County A removes to County B on June 8, 1940, with intent to reside there. Transfer arrangements are completed, County A to discontinue aid as of June 30, 1941. Recipient, however, decides that he would rather live in County C and goes there with that intention on October 1, 1940. County A informs County C of the above facts and continues aid until June 30, 1941. County C takes application and grants aid beginning as of July 1, 1941. As recipient has completed six months' residence in County C, aid is paid on joint basis.

Example c: Regular recipient in County A moves on November 5, 1940, to reside in County B. Transfer arrangements are completed, but on June 15, 1941, recipient reconsiders and returns to County A to reside, remaining there until July 6, 1941. On that date recipient moves to County C, with intent to reside. Transfer arrangements completed between Counties A and C. Aid is continued on joint State and county basis by County A until July 31, 1942, payment by County C beginning as of August 1, 1942, provided recipient remains in County C.

Sec. 122-67 Continuous Payment of Aid in Transferred Case

122-67

OAS; ANB; APSB; ANC **W&IC SECS. 1527; 1560; 2141; 2200; 3075; 3090; 3450; 3460**

When a recipient in OAS, ANB, or APSB, or a person who determines residence of the child in ANC, ANB, or APSB, moves from one county to another with intent to change residence, there shall be no interruption in receipt of aid. To insure the completion of investigation and verification of eligibility prior to effective date of transfer application should be taken by second county well before date aid is to be discontinued by first county. There shall be neither lag nor overlapping between date of discontinuance and date of beginning aid.

When an application has not been taken by the second county within the one-year period, it shall be taken immediately thereafter. Aid shall be paid by the second county as of the first day of the month following the completion of one year of residence unless the date of one year of residence falls on the first day of the month, in which event aid shall begin as of that date irrespective of the date of application or date of action by the board of supervisors.

If residence in another county is established subsequent to the date one year of residence in the second county was acquired, the second county shall be responsible for payment of aid until the end of the month following completion of one year's absence therefrom except that when the change of residence took place on the first day of the month, responsibility of the second county ceases one year from that date.

132-46 Sec. 132-46 Joint Tenancy or Tenancy in Common

OAS; ANB; APSB; ANC

CIVIL CODE SECS. 683; 685

When property is held in joint tenancy or in tenancy in common by one or more persons, the interest of each owner is deemed to be his equal proportionate share of the total assessed value of the property.

132-50 Sec. 132-50 Life Estate W&IC SECS. 103.5; 103.6; 1520; 1560; 2141; 2164; 2165; 3047; 3075; 3447; 3460

OAS; ANB; APSB; ANC

The county assessed valuation of all real property in which life estate is held, together with all other owned real property, shall be considered in determining eligibility in accordance with requirements of respective category of aid.

132-51 Sec. 132-51 Remainderman's Interest CIVIL CODE SECS. 690; 693; 694; 695; 696; W&IC SECS. 103.5; 103.6; 1520;

OAS; ANB; APSB; ANC

1560; 2141; 2164; 2165; 3047; 3075; 3447; 3460.

CIVIL CODE SEC. 765

The assessed valuation of real property in which a vested future interest is held shall be considered in determining eligibility of the remainderman. If the future interest is contingent, the value of the property shall not be considered in determining his eligibility.

A future interest is vested when the remainderman would have a right to the immediate possession of the property upon the ceasing of the intermediate or precedent interest such as life estate or other intermediate holding. Certain other types are considered contingent interests. It is suggested that whenever question arises as to whether the interest of the remainderman is contingent or vested it be referred to the district attorney for decision.

132-52 Sec. 132-52 Undistributed Estates

PROB. CODE SEC. 300; W&IC SECS. 103.5; 103.6; 1520; 1560; 2141; 2164; 2165; 3047; 3075; 3447; 3460

OAS; ANB; APSB; ANC

The county assessed value of real property in an undistributed estate shall be considered in determining eligibility unless such property is subject to an express provision of the will that it be sold or liquidated. (See Sec. 144-10, Determination of Personal Property Value of Undistributed Estates.) When property is inherited during receipt of aid, its value shall be determined as soon as the county has knowledge of the inheritance.

Ownership is not dependent on distribution of an estate, as title to real property passes to the heirs of a decedent at the moment of his death, subject only to the administration of the estate. The provisions of the will, if any, determine whether real or personal property is received. Section 124 of the Probate Code states that "When a will directs the conversion of real property into money, such property and all its proceeds must be deemed personal property from the time of the testator's death."

Section 300 of the Probate Code states: "When a person dies, the title to his property, real and personal, passes to the person to whom it is devised or bequeathed by his last will, or, in the absence of such disposition, to the persons who succeed to his estate . . . but all of his property shall be subject to the possession of the executor or administrator and to the control of the superior court for the purposes of administration, sale or other disposition . . . and shall be chargeable with the expenses of administering his estate, and the payment of his debts and the allowance to the family"

132-54 Sec. 132-54 Real Property Bought or Sold Under Contract of Sale (Title Not Passing)

OAS; ANB; APSB; ANC

W&IC SECS. 103.5; 103.6; 1520; 1560; 2141; 2164; 2165; 3047; 3075; 3447; 3460

When real property is sold under a contract of sale, title remaining with the seller (vendor), the assessed value of the property, regardless of the seller's equity in it, shall be considered in determining eligibility for aid.

The buyer (vendee) of real property under contract of sale is the owner of an equitable interest in such real property, and is also regarded as the owner of the property. The assessed valuation of property being purchased under contract of sale shall be considered in determining the eligibility of the buyer (vendee) for aid.

If both the seller and the buyer of property being sold under a contract of sale are applying for or receiving aid the assessed valuation of the property is considered in determining the eligibility of each.

Sec. 132-20 Real Property Outside U. S. W&I C. SECS. 103.5; 103.6; 1520; 1560; 2140; 2164; 2165; 3047; 3075; 3447; 3460

132-20

OAS; ANB; APSB; ANC

When real property is located outside the United States, the assessed valuation shall be considered on the basis of rate of exchange in American dollars, regardless of manner by which other units of government determine the assessed value of such property. If, e.g., the Mexican Consul advised that property in Mexico was assessed at 1000 pesos and rate of exchange was 5 pesos to 1 dollar, the assessed value of the property would be \$200.

To obtain information regarding real property located outside the United States, various sources are used. When no language barrier exists, the county may correspond with the unit of government or public official concerned. When a language barrier exists, inquiry is generally directed to an American Consul in the country concerned. The nearest representative of the other country may also be consulted.

During the present period of hostilities, continued ownership of real property located in countries actively at war, or in conquered or occupied areas, is in doubt and the value, if any, of the holdings can not be ascertained. When it is impossible to obtain reasonably positive evidence of eligibility or ineligibility with respect to real property located in such countries, it is the presumption that continued ownership is in doubt and that such property has no present value in determining eligibility. For the present, investigation of such holdings need not be pursued. Upon cessation of hostilities, investigation shall be made through the usual sources available in determining the value of real property in foreign countries, aid to continue during the investigation provided eligibility otherwise exists.

Sec. 132-25 Increase or Decrease in Assessed Value of Real Property

132-25

OAS; ANB; APSB; ANC

W&I C. SECS. 1520; 1560; 2140; 2164; 2165; 3047; 3075; 3447; 3460

Eligibility may be affected by an increase or a decrease in assessed value of real property. The current assessed value is used in determining eligibility.

Sec. 132-30 Determination of Assessed Value of Real Property

132-30

OAS; ANB; APSB; ANC

PROB. CODE SEC. 300; CIVIL CODE SECS. 678-687 INC.

W&I C. SECS. 103.5; 103.6; 2141; 2164; 2165; 2165A; 3047; 3075; 3447; 3460

In OAS, the assessed value of all real property belonging to an applicant and his spouse and in ANC to a child or children and their parent or parents, shall be ascertained. (For exception in OAS, see Sec. 131-20, Ownership of Real Property Outside State by Separated Spouse.) In ANB and APSB, only the assessed value of property belonging to the applicant as separate property, or as his equal share of community property is considered.

The following are examples of real property ownership in which the assessed value shall be considered:

1. Separate property of a single person;
2. Separate property of husband or wife;
3. Separate property of a separated couple (in OAS and ANC); for exception in OAS, see Sec. 131-20;
4. Community property of a couple;
5. Community property of a separated couple;
6. Property held in joint tenancy;
7. Property held in tenancy in common;
8. Property held in a life estate;
9. An interest in an undistributed estate;
10. Property purchased or sold under contract of sale (title not passing);
11. Property purchased under mortgage, deed of trust, etc.

Sec. 132-41 Value of Real Property Held in Trust

CIVIL CODE SECS. 694; 695; W&I C. SECS. 103; 103.5; 103.6; 1560; 2140; 2141; 3075; 3460.

132-41

OAS; ANB; APSB; ANC

The assessed valuation of real property (in ANB and APSB less encumbrance of record) which is held in trust shall be considered in determining eligibility of the beneficiary of the trust when such interest is a vested interest. If the future interest is contingent, the value of the property shall not be considered in determining eligibility.

A future interest is vested when the beneficiary would have a right to the immediate possession of the property upon the ceasing of the intermediate or precedent interest such as life estate or other intermediate holding. Certain other types are considered contingent interests. It is suggested that whenever question arises as to whether the interest of the beneficiary is contingent or vested, it be referred to the district attorney for decision.

144-20 **Sec. 144-20 Determination of Value Other Types of Personal Property**

OAS

WELC. SECS. 2063; 2040; 2048

In addition to types of personal property discussed in previous sections, there are miscellaneous types of personal property such as jewelry, art objects, antiques, musical instruments, books, etc. As with other types of personal property the current market value, i.e., the amount that could be realized upon quick sale of such articles, shall be considered in determining eligibility.

145-00 **Sec. 145-00 Personal Property Acquired by Purchase**

OAS; ANB; APSB

WELC SECS. 2040; 2048; 2063; 3047; 3075; 3447; 3460

Personal property may be purchased without affecting eligibility for aid provided the value of such personal property, together with other personal property holdings, does not exceed the limitations provided in the law for the respective category of aid.

If a recipient or spouse purchases personal property, the terms of the purchase and plan of payment should be ascertained. If it does not appear that the payments can be met out of the known resources and the grant, the possibility of unknown assets or income should be explored.

145-05 **Sec. 145-05 Personal Property Acquired by Gift**

OAS; ANB; APSB; ANC

CC. SECS. 162; 163

The value of personal property acquired by gift shall be considered in determining eligibility in accordance with the provisions of the respective category of aid. A gift is the separate property of the person receiving it.

Sec. 144-08 Determination of Value of Trust Funds CIVIL CODE SECS. 694; 695; W&IC SECS. 103; 103.5; 103.6; 1560; 2140; 2141; 3075; 3460.
OAS; ANB; APSB; ANC

144-08

When personal property is held in trust for the future benefit of the beneficiary and the taking of possession is dependent only on time; e.g., a child becoming 21 years of age, a definite date arriving, or the trustor dying, the current market value of the trust (in ANB and APSB, less encumbrance of record) at the time of application shall be considered in determining eligibility.

Many trusts cannot be sold nor can the amount of money which could be realized from them be determined. When this occurs, the current market value of the trust (in ANB and APSB, less encumbrance of record) as placed by a responsible concern such as a bank, or by the trustee shall be secured.

Example: A child who is a beneficiary of a trust for \$5000 is to take possession at the age of 21. The current market value of the trust on May 26, 1942, by a local banker places the value at \$3000.

When the passing of the trust is contingent upon the acts, either affirmative or negative of a third person, the value of the trust need not be considered in determining eligibility until the necessary action occurs. When the event occurs which makes the applicant or recipient the direct beneficiary of the trust, the current market value (in ANB and APSB, less encumbrance of record) of the trust shall be secured.

Example: The trustor makes the trust payable to, or places the ownership of the trust in, a third person and the trust passes to the applicant or recipient only on the death of the third person, the value of the trust need not be considered until the third person dies.

Sec. 144-10 Determination of Personal Property Value of Undistributed Estates

144-10

OAS; ANB; APSB; ANC PROB. C. SEC. 124; 300; W&IC SECS. 103; 103.5; 103.6; 1560; 2140; 2141; 3075; 3460

Property in an undistributed estate is considered to be personal property if it is in fact personal property or if it is in fact real property but subject to an express provision in the will that it shall be sold or liquidated and a specific sum of money be given to the heir, legatee or devisee.

The value of personal property holdings in an undistributed estate shall be considered in determining eligibility according to the provisions of the respective category of aid.

The exact amount of outstanding obligations against the estate of personal property is not always determinable while the estate is in probate. Consideration may be given to known indebtedness and to an estimate of the administrative costs exclusive of inheritance taxes. This estimate of administrative expense (exclusive of inheritance tax) may be deducted from the appraised value as filed with the probate court in determining the net amount of personal property which will be distributed to the legatee at the culmination of the probate proceedings.

When two or more heirs have an undivided interest in an undistributed estate, each is considered to have an interest in proportion to the number of known heirs. (See Sec. 145-10, Personal Property Acquired by Inheritance.)

Sec. 144-15 Determination of Value of Frozen Assets

144-15

OAS; ANB; APSB; ANC W&IC SECS. 103; 103.5; 103.6; 1560; 2140; 2141; 3075; 3460

Frozen assets are those which have become unavailable to the owner through no voluntary act on his part and which can not be obtained by any voluntary act on his part. An interest as evidenced by deposits, certificates of ownership, etc., in defunct banks, building and loan associations, or other organizations may be frozen in so far as obtaining funds from the particular bank, or other institution is concerned, but the interest may be saleable at a discount. Such saleable value represents personal property to be considered in determining eligibility for the particular category of aid.

146-05| **Sec. 146-05 Judgments and Compensation as Personal Property**

OAS; ANB; APSB; ANC

W&IC SECS. 1560; 2140; 2141; 3075; 3460

A lump sum received in payment of a judgment or as the result of compensation laws represents personal property. The amount received shall be ascertained and when the personal property holdings including the lump sum do not exceed the maximum for the particular category of aid, there is no occasion for interruption of aid.

When weekly or other periodic payments are received as benefits under the provisions of compensation laws, such payments represent income rather than personal property.

When there has been an execution of a judgment, the amounts derived from such execution are considered personal property.

The value of a judgment which has not been executed shall be considered in determining eligibility under personal property requirements of the respective category of aid. When the judgment is against a solvent corporation, the value of the judgment shall be considered equal to the amount of the judgment. When the judgment is against some one other than a solvent corporation, the county shall determine the ability of the judgment debtor to pay after a complete financial investigation, e.g., a credit report, has been secured on the judgment debtor. Determination of ability to pay rests within the discretion of the county.

When the judgment debtor or his property cannot be located, the judgment can not be executed, or the judgment creditor has the judgment vacated, the value of the judgment shall not be considered in determining eligibility.

A cash settlement accepted in lieu of a judgment is considered personal property.

146-10 **Sec. 146-10 Transfer or Assignment of Personal Property**

OAS; ANB; APSB; ANC

W&IC SECS. 103; 103.5; 103.6; 1506; 1521; 1560; 2001; 2007; 2140; 2141; 2163; 21606; 2007.5; 3006; 3047; 3075; 3405; 3447; 3460

A voluntary assignment or transfer of personal property for the purpose of qualifying for aid or securing a larger amount of aid than that to which an applicant is entitled results in ineligibility for such aid.

The circumstances surrounding a transfer of personal property without apparent adequate consideration shall be fully investigated and considered on an individual case basis. General factors to be considered are:

1. The date of transfer in relation to the date of application for aid;
2. The purpose of the transfer (adequacy of consideration received is a fact to be considered in determining motives);
3. Who collects the income, if any, from the property (the title may rest with another for purposes of protection, but the original owner may still be receiving all the benefits accruing from the property);
4. The value of the personal property transferred;
5. The value of the remaining personal property.

Sec. 145-10 Personal Property Acquired by Inheritance

PROB. C. SEC. 300

145-10

OAS; ANB; APSB; ANC

The value of personal property acquired through inheritance shall be taken into account together with the value of other personal property holdings in determining eligibility in accordance with the provisions of the respective category of aid. (See Sec. 144-10, Determination of Personal Property Value of Undistributed Estates.)

Sec. 146-00 Conversion of PropertyWALC. SECS. 103; 103.5; 103.6; 1560; 2140; 2146; 2075;
3460

OAS; ANB; APSB; ANC

Real property may be converted to personal property, and vice versa, without causing ineligibility provided the real or personal property received together with other real or personal property holdings are not in excess of the maximum permitted by the respective category of aid. Aid shall be discontinued when the total holdings exceed the maximum permitted. (See Sec. 134-10, Real Property Sold by Recipient, and Sec. 134-15, Acquisition of Real Property by Exchange.)

Personal property of one type may be converted into personal property of another type, and eligibility continue, so long as the value of personal property holdings does not exceed the maximum for the particular category of aid, e.g., the exchange of stocks and bonds for cash, or in OAS, ANB, and APSB the exchange of equipment for a car and vice versa.

Real property is not converted into personal property unless title passes to the new owner. Real property sold under a contract of sale is not a conversion to personal property.

Indemnity payments for land taken over by the Government through exercise of the right of eminent domain constitute conversion of property from real to personal.

Lump sums received from the maturing of life insurance policies, or surrender of them for their cash value, represent personal property to the insured.

Payment received for Indian allotments sold by the U. S. Government upon the petition of the Indian for whom the property is held in trust, represents a conversion of property.

977-25 Sec. 977-25 Residence of Foundling or Abandoned ChildCIV. CODE SEC. 211; HEALTH & SAFETY CODE SEC. 10302;
W&IC SEC. 2553

GR

A foundling found in California should be considered as born in California unless evidence comes to light proving the contrary.

Abandonment of a child by a father precludes the father from establishing residence of the child.

When the surviving parent has, by abandonment, forfeited his right to the care and custody of the child, the residence of the child continues to be the residence which he had prior to abandonment unless he is made a ward of the court, a guardian is appointed or other action is taken changing his residence.

When a preponderance of evidence determines that the father refused or was unable to take the custody of the children or had abandoned the family, the mother would be entitled to the legal custody and her residence would consequently fix the residence of the children.

977-30 Sec. 977-30 Residence of Court Ward

W&IC SEC. 2553

GR

The residence of a dependent child who has been declared free from the custody and control of his parent or parents by order of the Juvenile Court is not changed by change of residence of the parents. Such child retains residence in the county in which the Juvenile Court order was issued until the wardship of the court is vacated. When a case is transferred from one court to another, residence changes with the transfer.

977-35 Sec. 977-35 Residence of Married Minor Child

CIV. CODE SEC. 204; POL. CODE SEC. 52

GR

A minor child starts to establish his or her own residence at the time of marriage. A minor wife begins to assume her husband's residence at the time of marriage.

978-00 Sec. 978-00 Loss of Residence

POL. CODE SEC. 52; W&IC SEC. 2555

GR

A residence once gained can only be lost when act and intent coincide and a new residence is established. A person who has acquired the necessary period of residence loses such residence immediately upon absenting himself from the State for any period with intent to reside elsewhere with the following exception. For the purposes of GR, absence from the State for a period of less than one year does not interrupt residence previously acquired.

The provision of Sec. 52 of the Pol. C. that a residence may not be lost until a new one is gained does not apply in GR since a provision of loss of residence by one year's absence is included in the W. & I. C.

The provisions of the following sections apply to loss of residence for GR purposes: Sec. 121-80, Effect of Absence to Establish Residence for Civil Action in Another State, and Sec. 121-95, Effect of Absence from U. S.

978-25 Sec. 978-25 Residence Agreements Between Counties

W&IC SEC. 2503

GR

Whenever the respective county deems it best for the welfare of a family or in the public interest that the family remain in a county not responsible for their support, the county responsible for support may agree to support them in the county not so responsible, but no person supported in this manner shall be deemed to have acquired a residence in the non-responsible county. Such agreement shall be made by the responsible county with the non-responsible county and one copy thereof shall be filed in the SDSW office. The district attorneys of the respective counties should be consulted regarding the form of such agreements. The chairman of the board of supervisors of each county shall sign such agreements.

Sec. 977-00 Residence of Married Woman POL. CODE SEC. 52; W&IC SEC. 2554

977-00

GR

The residence of a married woman is that of her husband unless they are living separate and apart. Immediately upon her marriage, a woman begins to assume residence of her husband. She does not, however, take residence which he may have acquired prior to their marriage.

In establishing State or county residence, the period of residence acquired prior to marriage shall be added to period of residence acquired after marriage, if necessary, to obtain the required length of residence.

Sec. 977-05 Separate Residence of Wife and Husband

W&IC SEC. 2554

977-05

GR

If husband and wife are living separate and apart, each may have a residence dependent upon proof of fact and not upon legal presumptions. The date of beginning establishment of separate residence is dependent upon facts in each case. In establishing required length of residence in State or county, residence acquired prior to separation and subsequent to same may be added together if necessary.

Sec. 977-10 Void or Annulled Marriage and Residence

POL. CODE SEC. 52; W&IC SEC. 2554

977-10

GR

When a marriage is annulled or declared void, the presumption is that the wife's residence is the same as that of her husband although by her own action and intent the wife may refute this presumption.

Sec. 977-15 Residence of Unmarried Minor Child

W&IC SEC. 2553; POL. CODE SEC. 52

977-15

GR

Residence of an unmarried legitimate minor child is residence of father while he has legal custody of minor or, if he has no such legal custody, the residence of the mother while she remains unmarried and has the legal custody of the minor. Unless the father has been deprived of legal custody, is unable or refuses to take the custody of the child, or has abandoned the family, his residence determines that of the unmarried legitimate minor child even though the mother of such child may have the child in her possession and have established a separate and independent residence from her husband.

The residence of an adopted child is that of the person who has or last had legal custody.

Residence of an orphan is that of last deceased person who had his legal custody. Upon death of parent having legal custody, residence of minor child reverts to the surviving parent unless such parent has abandoned or has been legally deprived of the custody of the child.

When the mother of a legitimate minor child remarries, the child's residence is fixed at the place of mother's residence at time of her remarriage unless changed by some legal manner, such as by adoption or marriage of the child.

A guardian shall by a union of act and intent establish residence for his minor ward. A guardian may establish residence for his adult ward.

Sec. 977-20 Residence of Illegitimate Minor ChildCIVIL CODE SEC. 200; W&IC SEC. 2553,
POL. C. SEC. 52

977-20

GR

The residence of an illegitimate unmarried minor child is that of its mother unless she has been deprived of the child's custody through legal action. When the mother marries, the child's residence is fixed at the place of mother's residence at time of her marriage unless changed by some legal manner, such as by adoption or marriage of the child.

Acknowledgment**GLOSSARY****Appraise**

The following terms should be considered general characterists in order to serve as guides and should not be construed as strict or comprehensive definitions which are true under all circumstances.

ACKNOWLEDGMENT OR PROOF OF AN INSTRUMENT MAY BE MADE:**Within California:**

1. At any place, before a justice or clerk of the Supreme Court, or judge of a superior court;
2. Within the city, county, city and county, township or district for which the officer was elected or appointed, before either:
 - a. Clerk of a court of record;
 - b. County recorder;
 - c. Court commissioner;
 - d. Notary public;
 - e. Justice of the peace.

Without California, but within the U. S., and within the jurisdiction of the officer, before either:

1. Justice, judge, or clerk of any court of record of the U. S.;
2. Justice, judge, or clerk of any court of record of any state;
3. Commissioner appointed by the Governor of this State for that purpose;
4. Notary public;
5. Any other officer of the State where the acknowledgment is made authorized by its laws to take such proof or acknowledgment.

Without the U. S., before either:

1. Minister, commissioner, or charge d'affaires of the U. S. residence and accredited in the country where the proof or acknowledgment is made;
2. Consul, vice consul, or consular agent of the U. S., resident in the country where the proof or acknowledgment is made;
3. Judge of a court of record of the country where the proof or acknowledgment is made;
4. Commissioners appointed for such purposes by the Governor of California, pursuant to special statutes;
5. Notary public;
6. Any officer of the Navy or Marine Corps authorized to administer oaths for the purposes of administration of naval justice and for other purposes of naval administration; and if made at sea, the venue of the certificate need only recite that fact.

(See also Instrument; Writing.)

ADOPTION—A proceeding by which adopting party assumes a parental relationship toward the child of another. Only a minor child may be adopted; and person adopting must be at least 10 years older than the person adopted. Adoption results in a complete substitution of parents. In this respect it differs materially from guardianship. Guardianship suspends the rights and obligations of the natural parents; adoption extinguishes them. But the substitution is only of immediate parents, and not of grandparents or other relatives. Effect of adoption on inheritance is as follows:

1. Adopted child succeeds to estate of his adopting parents in the same manner as a natural child; but does not inherit from his "new grandparents," i.e., the parents of his adopting parents.
2. Adopted child does not succeed to estate of his natural parents; but does inherit from his natural grandparents.
3. Adopted child does not inherit from collateral relatives of adopting parents.
4. Inheritance from adopted child is governed by the same rules—adopting parents succeed, but natural parents do not.

(See also Custody; Guardian and Ward.)

AFFIDAVIT—A written declaration under oath. Affidavits to be used before any court, judge or officer of this State, may be taken before any officer authorized to administer oaths. (For list of officers authorized to administer oaths in California, see Oaths and Affirmations.)

An affidavit taken in another state of the U. S., to be used in this State, may be taken before a commissioner appointed by the Governor of this State to take affidavits and depositions in such other state, or before any notary public in another state, or before any judge or clerk of a court of record having a seal.

An affidavit taken in a foreign country to be used in this State may be taken before an ambassador, minister, consul, vice consul, or consular agent of the U. S., or before any judge of a court of record having a seal in such foreign country.

When an affidavit is taken before a judge or a court in another state, or in a foreign country, genuineness of signature of judge, existence of court, and fact that such judge is a member thereof, must be certified by the clerk of the court, under the seal thereof.

AFFIRMATIONS—See Oaths and Affirmations.

APPLICANT—One who has filed a properly signed application for OAS, ANB, or APSB or one on whose behalf such application has been filed; or

One who has filed a properly signed application for ANC on behalf of a child or of children. This may be a parent or person in loco parentis.

APPRAISE—To value property at what it is worth.

GLOSSARY

Abbreviations

ABBREVIATIONS

AGO	—Attorney General's Opinion	OWP	—Other Welfare and Relief Programs
AGO NS	—Attorney General's Opinion, New Series	P.C.I.	—Child Whose Parent Committed to Institution
AMA	—Agricultural Marketing Administration	Pen. C.	—Penal Code
ANB	—Aid to Needy Blind	Pol. C.	—Political Code
ANC	—Aid to Needy Children	Prob. C.	—Probate Code
APSB	—Aid to Partially Self-Supporting Blind Residents	Pub. Res. C.	—Public Resources Code
Abd.	—Abandoned Child	RRB	—Railroad Retirement Board
BHI	—Boarding Homes and Institutions	RR Ins.	—See RUI
C.C.	—Civil Code	RUI	—Railroad Unemployment Insurance
C.C.P.	—Code of Civil Procedure	Rev. & Tax. C.	—Revenue and Taxation Code
CDE	—California Department of Employment	SCD	—Surplus Commodities Distribution
C.I.F.	—Child of Incapacitated Father	SDI	—State Department of Institutions
CWS	—Child Welfare Services	SDSW	—State Department of Social Welfare
Cir. L.	—Circular Letter	SMA	—See AMA
Dept. Bul.	—Department Bulletin	SSWB	—State Social Welfare Board
Elec. C.	—Elections Code	Sch. C.	—School Code
FSA	—Farm Security Administration	Sec.	—Section
FSSB	—Federal Social Security Board	T.B.F.	—Child of Tuberculous Father
FSecA	—Federal Security Agency	UCB	—See UI
FWA	—Federal Works Administration	UI	—Unemployment Insurance
Fdlg.	—Foundling	USES	—United States Employment Service
GR	—General County Relief	USHA	—United States Housing Authority
H. & S. C.	—Health and Safety Code	Veh. C.	—Vehicle Code
H.O.	—Half-Orphan	Vet. C.	—Veterans Code
IN	—See GR	W. & I. C.	—Welfare and Institutions Code
Illeg.	—Illegitimate Child	W.F.U.	—Child Whose Father's Whereabouts Is Unknown
Ins. C.	—Insurance Code	W.O.	—Whole-Orphan Child
NYA	—National Youth Administration	WPA	—Work Projects Administration
OAS	—Old Age Security	WPS	—Welfare Personnel Standards
OASI	—Federal Old-Age & Survivors Insurance		

MERIT SYSTEM CLASSIFICATION ABBREVIATIONS

CWD I, II, III, IV, or V	—County Welfare Director
PAS I, II, or III	—Public Assistance Supervisor
PAW I or II	—Public Assistance Worker
CWSW	—Child Welfare Services Worker
Pr & Res Inv	—Property and Resources Investigator
Jr Clk	—Junior Clerk
Sr Clk	—Senior Clerk
Chief Clk	—Chief Clerk
Jr Typ Clk	—Junior Typist Clerk
Sr Typ Clk	—Senior Typist Clerk
Jr St Clk	—Junior Stenographer Clerk
Sr St Clk	—Senior Stenographer Clerk
Jr Bk Clk	—Junior Bookkeeper Clerk
Sr Bk Clk	—Senior Bookkeeper Clerk
Chief Bk Clk	—Chief Bookkeeper Clerk
Ad & Gr Op	—Addressograph and Graphotype Operator
Recpt	—Receptionist
Jntr	—Janitor

BAILEE—Person to whom goods are committed in trust, and who has a temporary possession and a qualified property in them, for the purposes of the trust; one who receives goods under a contract of bailment.

BAILMENT—A delivery of goods or money by one person to another in trust, for some special purpose, upon a contract, express or implied, that the trust shall be faithfully executed.

BAILOR—One who delivers goods or money to another in trust.

BENEFICIARY—One who receives anything as a gift; recipient of another's bounty; person designated to receive income of a trust estate; person named in a policy of insurance, an annuity policy, etc., as one who is to receive proceeds or benefits accruing thereunder.

BEQUEATH—To give personal property to another by will.

BEQUEST—Property (especially personal), given by will.

BILL OF SALE—A written instrument evidencing the transfer of personal property.

BLEPHAROSPASM—Spasm of orbicular muscle of eyelids.

BOARDING HOME FOR CHILDREN—A boarding home for children is a private family home which accepts one or more children to board with or without compensation except that this does not apply to the boarding of nieces, nephews, grandchildren, brothers, or sisters.

BOND—A writing under seal by which a person binds himself to pay a certain sum on or before a future appointed day.

Such an instrument made by a government or corporation as an evidence of debt, usually for the purpose of borrowing money; hence, loosely, any interest-bearing certificate issued by a government or corporation especially when a date is set for the payment of the principal. Bonds issued by a corporation, private or municipal, are usually secured by a lien or mortgage upon property; those by governments are not, as a citizen could not enforce his lien.

There are many forms or kinds of bonds, many of which are sufficiently described by their names; as, coupon bonds, mortgage bonds, first-mortgage bonds, sinking-fund bonds, etc.; consolidated bonds are those in which various descriptions of bonds are consolidated; equipment bonds are those issued by railroads and secured by rolling stock only. (See also Securities.)

CANCELLATION OF AID—The voiding or nullifying of aid previously granted by board of supervisors.

CAPITAL OUTLAY—Includes cost of purchases of new equipment, extensive repairs and alterations.

CATEGORICAL AIDS—In this Manual, this phrase means Old Age Security, Aid to Needy Blind, Aid to Partially Self-supporting Blind Residents, and Aid to Needy Children. In general, it refers to any aid in which assistance is given to a special class of recipients.

CHATTEL—Any item of movable or immovable property except real estate or the freehold, or the things which are parcel of it. Chattels are personal or real; such as are movable, as goods, plate, money, being **chattels personal**; and such rights in land as are less than a freehold, as leases, mortgages, growing corn, etc., being **chattels real**. Chattel is a more extensive term than goods or effects.

CHATTEL MORTGAGE—A mortgage on personal property, as distinguished from one on real property. Mortgages may be made upon all growing crops, including grapes and fruit, and upon any and all kinds of personal property, except the following:

1. Personal property not capable of manual delivery;
2. Articles of wearing apparel and personal adornment;
3. The stock in trade of a merchant except a nonprofit cooperative association.

(See also mortgage.)

CHOSE—A thing; a piece of personal property.

Chose in action—In its widest sense, any right to a thing personal not in one's possession or actual enjoyment, but recoverable by suit at law; especially, any right to an act or forbearance under a contract, as in case of debts, stocks, shares, and negotiable instruments, or for a tort connected with a contract. Also sometimes, loosely, the thing, as a bond or note, which is the subject of this right.

Chose in possession—A thing in one's actual possession.

CITIZEN—As used in this Manual, means a citizen of the U. S. unless otherwise designated.

ASSESSMENT

Assessed valuation is the value placed on property by assessing officer of local governmental unit and is used as the basis for the tax rate. If both the city and county make assessment, the county assessment only is used in the categorical aids.

Ratio of assessed to appraised value—The ratio of county assessed value to county appraised value was fixed at 50% by the State Board of Equalization in 1935.

Assessing agency—All taxable property, except State assessed property, shall be assessed by the assessing agency of the taxing agency where the property is situated.

Time for assessment—Annually, between the first Mondays in March and July, assessor shall ascertain all the taxable property in his county, except State assessed property, and shall assess it to persons owning, claiming, possessing, or controlling it at 12:00 M. of the first Monday in March next preceding. Tax sold property shall be assessed as though not sold to the State.

Property statement—Every person shall file a written property statement, under oath, with assessor between noon on first Monday in March and 5 p.m. on last Monday in June, annually, and within such time as assessor may appoint. At any time, as required by assessor for assessment purposes, every person shall furnish information or records for examination.

Property statement shall show a description of personal property, in the detail required by the assessor, and shall show all debts which debtor asks to have deducted in whole or in part from credits.

Assessment roll—Assessor shall prepare an assessment roll, as directed by State Board of Equalization, in which shall be listed all property within the county which it is assessor's duty to assess. This local roll shall show:

1. Name and address, if known, of assessee;
2. Land, by legal description;
3. Description of possessory interests sufficient to identify them;
4. Personal property (failure to enumerate personal property in detail does not invalidate the assessment);
5. Cash value of real estate, except improvements;
6. Cash value of improvements on real estate;
7. Cash value of improvements assessed to any person other than owner of the land;
8. Cash value of possessory interests;
9. Cash value of personal property, other than intangibles;
10. Revenue district in which each piece of property assessed is situated;
11. Total taxable value of property assessed, exclusive of intangibles;
12. Actual value of solvent credits, after legal deductions for debts;
13. Any other things required by Board of Equalization.

All property within a city is listed in an assessment book separate from the book listing property situated outside the city, or, if but one book is used, then in a separate part of the book. When any tract of land is situated in two or more revenue districts, part in each district shall be separately assessed.

When a person is assessed as agent, trustee, bailee, guardian, executor, or administrator, his representative designation is added to his name, and the assessment entered separately from his individual assessment.

"Roll" means entire assessment roll. The "secured roll" is the part of the roll containing State assessed property and property the taxes on which are a lien on real property sufficient, in opinion of assessor, to secure payment of the taxes. Remainder of the roll is the "unsecured roll." The "local roll" is those parts of the secured and unsecured roll containing property which it is county assessor's duty to assess. The "board roll" is that part of the secured roll containing State assessed property.

ASSIGNEE—One to whom an assignment has been made.

ASSIGNMENT—Writing by which an interest is transferred. Assignment of either mortgage or trust deed may be made by simple endorsement of the note. Such endorsement carries with it the security, that is, the mortgage or trust deed.

ASSIGNOR—One who makes an assignment or transfers property to another.

ASSIGNS—A special use of "assignees," used in legal instruments, as "his heirs and assigns."

ASSISTANCE**Public assistance**

1. **Special types of assistance** include all OAS, ANB, APSB, and ANC payments, and FSA assistance grants which are not to be repaid.
2. **General public assistance** (general relief) embraces all forms of *public non-institutional assistance* (money and/or kind payments) including payments to certified relief workers on relief projects *administered, supervised and financed* by State and county assistance agencies. It does not include payments under Federal work programs, distribution of commodities made available by the AMA, commodities which are the product of Federal work projects or special types of assistance as defined by part 1 of this definition.

Other welfare and relief programs include payments under Federal work programs, commodities distributed by AMA, and other special county or State programs not included in the definition of Public Assistance.

ATTORNEY GENERAL—As used in this Manual refers to the Attorney General of this State unless otherwise designated.

CONVEYANCE—The term “conveyance,” as used in Secs. 1213 and 1214 C.C., embraces every instrument in writing by which any estate or interest in real property is created, aliened, mortgaged, or encumbered, or by which title to any real property may be affected, except wills. “Conveyance” includes every assignment, lease, mortgage, or encumbrance.

“Conveyed,” or “conveyance,” is used in several senses. In the strict legal sense, the latter term imparts a transfer of legal title to land; but it is also habitually used by lawyers to denote any transfer of title, legal or equitable; and the last is also the popular sense of the term.

While “conveyance” has often been defined in such manner as to include leases of terms for years, it is generally held that, in its ordinary significance, the term does not include such leases.

COPY, CERTIFIED AS TRUE—Whenever a copy of a writing is certified for purpose of evidence, certificate must state in substance that copy is a correct copy of original, or of a specified part thereof, as case may be. Certificate must be under official seal of certifying officer, if there be any, or if he be clerk of a court having a seal, under seal of such court.

COUNTY—Includes city and county.

CREDITS—Solvent debts owing to the assessee, and any interest therein, unsecured by mortgage, trust deed, contract or other obligation where land is pledged as security. It includes contracts for the sale of personal property by which title is vested in vendor until payment of the purchase price specified in the contracts.

CUSTODY—A parent is the natural guardian of the person of his child, and is entitled to its custody and control. When the child is legitimate, the parents are equally entitled. When it is illegitimate, the mother is entitled to the child's custody. Either the husband or the wife may, without applying for a divorce, bring an action for the exclusive control of the children, and the court may make an order for their custody, care, education, etc., in accordance with the natural rights of the parents and the best interests of the children; and may at any time thereafter modify such order as the natural rights and the interests of the parties, including the children, may require. The parents may also agree to a separation and when so separated, either may apply to the court for the custody of the child. An agreement by a parent to surrender custody to a third person is revocable at any time.

Effect of divorce—The court, during the divorce action or thereafter, may make an order for the custody, care, education, maintenance and support of the child, which it may modify or vacate at any time. Such an order may be made even though no divorce is granted in the action. The decree of a court of another state awarding custody of a child is binding upon the courts of this State, in the absence of a showing of changed conditions subsequent to the decree. When the parent, to whom the custody of a child in the divorce proceeding is awarded, dies, the order of award becomes immediately of no force or effect for the reason that there is no one upon whom it can operate; custody of the child reverts to the surviving parent, if any, immediately.

Half-orphans—After the death of a parent having sole custody, the right of the other parent revives, and he is entitled to the custody of the child, if not unfit.

Proceedings to obtain custody—The proper proceeding for a person already entitled to the custody of the child (a parent, e.g.) to secure it is by writ of habeas corpus. The remedy by habeas corpus is not available while guardianship proceedings are pending. A parent may, instead of securing custody by this method, petition to be appointed guardian of the child; but the effect of this procedure seems to be that the parental right is given up for the inferior right of a guardian, and that the child may thereafter, upon reaching the age of 14, exercise his right to appoint a guardian of his own choice and displace his own parent.

(See also Guardian and Ward; Adoption.)

DATE—Includes day, month, and year.

DEBENTURE—An acknowledgment of debt, making specific provision for repayments.

DEBTS—Unsecured liabilities owing by the assessee to bona fide residents of this State, or to persons doing business in this State.

DECREASE—The amount by which aid formally granted is less than the grant of same aid for preceding month.

COMMUNITY AND SEPARATE PROPERTY—Property acquired by the husband and wife, or either, during marriage, when not acquired as the separate property of either, is community property.

The most common method of acquiring community property is by the earnings of either the husband or the wife during their marriage. There are, however, certain exceptions:

1. When the wife is sole trader, as defined in the C.C.P., Sec. 1811, her earnings are her separate property.
2. When the wife is separated from the husband, her earnings and accumulations as well as those of the minor children whose custody she has, are her separate property. This does not apply if they are separated temporarily because of their work, even though the separation is for a considerable period. It only applies when the parties live apart without the present intention to resume marital relations.
3. When the husband relinquishes his wife's earnings to her, they become her separate property.

The husband may relinquish to the wife the right to her earnings during marriage without any consideration other than their mutual consent, and thereupon said earnings become her separate estate. In the absence of an agreement between a couple whereby the wife is permitted to retain her earnings as her separate property, the earnings of the wife represent the income of the husband, and they are under his management and control.

Property purchased on personal credit of either spouse becomes community property. But if property is purchased on credit of separate property, it becomes separate property.

Property purchased with funds from sale of other property retains the character of the property sold as long as source can be traced.

When property is determined to be separate property of spouse, the fact that name of applicant or recipient may appear in a deed transferring the property, or on an instrument which is basis for a loan, is not evidence that the property is community property. Signature of both husband and wife is required by many banks and other lending agencies, even though the instrument (mortgages, etc.) is secured by separate property of one spouse.

The following rules apply when property is bought with mixed funds, i.e., commingled funds:

1. When each fund is clearly ascertainable, its character remains unchanged. Thus, when land is purchased there may be both a separate and community interest in it.
2. If the funds cannot be traced, the presumption is held to be in favor of community property and the property will be considered community property.

Improvement of community and separate property—If community funds are used to improve separate property, a distinction is made between the separate property of the wife and that of the husband:

1. When husband, who has power to control community funds, voluntarily improves wife's separate property, he is presumed to have intended the whole to become her separate property, unless there is an agreement to the contrary.
2. If husband improves his own separate property, wife cannot object and her silence is not held to be evidence of consent as she has no control over disposition of community funds. While the property belongs to husband, wife is entitled to compensation to the extent that her share of the community funds increased its value.

CONSIGNEE—One to whom something is consigned or shipped.

CONSIGNOR—One who consigns something.

CONTRACT—An agreement to do or not to do certain things. It gives rise to an obligation or duty, enforceable in an action at law. Every contract requires mutual assent or consent. There must be an agreement on definite terms.

Contract of sale of real property—As used in this Manual, this phrase refers to a land contract, or a contract for sale of real property.

A land contract is a regular contract whereby both parties agree to do certain things. Possession is usually given at once although title is retained by the seller. The buyer becomes the equitable owner. The seller agrees to deliver and deed to the buyer under certain conditions stipulated in the contract. It is advisable to record land contracts, but recordation is not required for the legality of the contract.

The agreement for sale of real property (contract of sale), is the common printed form usually used wherein it is provided that the seller agrees to sell and convey, and the buyer agrees to buy the property for a certain lump sum payable in installments as therein specified. These contracts also provide that time is of their essence and if the buyer fails to pay, the seller shall be released from all obligations of law and equity to convey said property, and the buyer shall forfeit all rights thereto and to all money heretofore paid under his contract. It is further provided that if the buyer pays in full at the time and in the manner agreed upon, the seller will deliver a policy of title insurance and a grant deed of the property. In all cases, the seller would remain the holder of the legal title and the owner of the real property within the meaning of the OAS law.

Written vs. oral contracts—The Statute of Frauds provides in brief that all transactions or authorizations relating to the sale of real property must be in writing. Transactions or authorizations for leases for year or less may be oral—otherwise in writing; except that authorization to negotiate any lease (except, perhaps, a 99-year lease) may be oral. A written contract supersedes an oral one.

Contract to sell and sales of personal property

1. A contract to sell goods is a contract whereby the seller agrees to transfer the property in goods to the buyer for a consideration called the price.
2. A sale of goods is an agreement whereby the seller transfers the property in goods to the buyer for a consideration called the price.
3. A contract to sell or a sale may be absolute or conditional.
4. There may be a contract to sell or a sale between one part owner and another.

Conditional sale contract—A contract to sell property whereby the vendor retains title until the purchase price is paid but the vendee has possession and use of the property until he defaults in payment or otherwise commits a breach of contract.

Delivery of contract—A written contract takes effect upon its delivery to the party in whose favor it is made or to his agent.

EASEMENTS—The rights which others have in the use of one's property, such as the right of light and air, the right of ingress and egress over the property of another, the right to support from wall erected by owner of adjoining land, etc. It differs from a license, which is merely a personal privilege.

EMBLEMENTS—The growing crop or vegetable growth, or profits of a crop which has been sown or planted; any product of land not spontaneous, but requiring the care and labor of the tenant; as, corn, wheat, and potatoes are emblements; while grass from old roots, wild grapes, apples, or other products of trees are not emblements.

EMINENT DOMAIN—Right of the government or of a political entity to take private property for public use by due process of law. A just compensation must, however, be paid for same.

ENCUMBRANCE—A lien or burden on an estate, a legal claim on an estate for the discharge of which the estate is liable.

Encumbrances are sometimes defined as rights, other than estate and chattels, which place limitations on a property, but do not prevent its transfer. It is a wide term and is also referred to as anything which is a cloud on the title. While every encumbrance places a limitation on ownership, all encumbrances do not necessarily lessen the value of such ownership. There are encumbrances which in effect enhance the value of properties, such as restrictions limiting the use and occupancy of residences to certain races, preventing the erection of unsightly poles in front of residences, and wise governmental regulations in general.

Encumbrances may be divided into two classes.

1. Liens.

2. Encumbrances which are not liens in a true sense, but are simply limitations on ownership.

In the ANB and APSB laws encumbrances refer to liens, not to limitations on ownership.

EQUITY IN PROPERTY—Value accruing to owner after deducting total liabilities such as mortgages or liens held against property, or unpaid balance due on purchase contracts from current market value of property. Equity is amount by which assets exceed liabilities.

ESCROW—A grant to be delivered to the grantee upon performance of a condition. The grantor gives the deed to the escrow holder or custodian (usually a title insurance company or bank), together with escrow instructions laying down the condition or conditions (such as payment of the consideration). The grantee performs the conditions, and the escrow holder delivers the deed to him. The escrow holder in a sale of property is at first the agent of both parties; when the condition is performed, it becomes the agent of each; i.e., of the grantee to deliver the deed, and of the grantor to pay over the purchase money.

ESTATE—(1) A right or interest in real property. (2) The aggregate of property of all kinds which a person leaves to be divided at his death.

Estate in fee simple—Fee simple is defined as an estate of inheritance. The word "simple" adds no meaning to the word fee standing by itself. But it excludes all qualification or restriction as to the persons who may inherit it as heirs, thus distinguishing it from a fee-tail, as well as from an estate which, though inheritable, is subject to conditions or collateral determination. "Fee simple," therefore, merely means that the interest of a given estate is inheritable and not subject to "conditions or collateral determination." A fee simple may exist with respect to an incorporeal hereditament.

Estate in fee simple absolute—The term "fee simple absolute" is used to denote an estate of inheritance conveyed or mortgaged. The word "absolute" adds nothing to the force of the preceding words "fee simple"—which of themselves express the highest interest one can possess in land.

Estates in real property in respect to the duration of their enjoyment are:

1. Estates of inheritance or perpetual estates—have a duration equal to that of the property, and pass to the heirs of the tenant upon his death. Every estate of inheritance which is not defeasible or conditional is a fee-simple or absolute fee.
2. Estates for life—see Life Estate.
3. Estates for years—embrace all terms limited to endure for a definite and ascertained period, however short or long this period may be; that is to say, they embrace terms for a fixed number of weeks or months, or for a single year, as well as for any definite number of years, however great.
California follows the common law rule that an estate for years or leasehold is a chattel real, i.e., personal property and is governable by the rules applicable to personal property.
4. Estates at will—a lease which is terminable at the will of either party; i.e., it has no fixed term.

DEED—A written instrument transferring title to real property. The term grant is broader and includes every sort of conveyance or transfer of real property, including those by operation of law. Seven essentials to a deed are:

1. Must be in writing;
2. The parties properly described, competent to convey and capable of receiving grant;
3. Consideration (need not be expressed);
4. Description sufficient for identification;
5. Granting clause, containing such words as "grant," "convey," or other apt words;
6. Proper signatures;
7. Delivery. Deed takes effect when delivered, if otherwise correct. (Should be recorded. Not required for its legality, but most important.)

In reading a deed, the above items should be noted as well as the presence of the seal of the notary and the internal revenue stamps which are affixed.

Gift deed—A voluntary conveyance or transfer of property; that is, one not founded on a consideration of money or blood relationship.

Grant deed—The use of the word "grant" is sufficient to convey a fee title to real property. However, no particular language is necessary. A conveyance of an estate of inheritance or fee simple which uses the word "grant" carries with it two implied covenants of warranty on the part of the grantor and his heirs, to the grantee, his heirs and assigns, unless expressly provided to the contrary:

1. That previous to the time of the execution of such conveyance the grantor has not conveyed the same estate, or any right, title or interest therein, to any person other than the grantee;
2. That such estate is at the time of the execution of such conveyance free from encumbrances, done, made, or suffered by the grantor, or any person claiming under him.

Joint tenancy deed—A deed giving two or more persons joint and equal interest and which on the death of one of the joint tenants vests the title in the surviving tenants who take such title without probate. The distinguishing feature of a joint tenancy is the right of survivorship, the theory being that the whole title is vested in each of the tenants and that the one who dies simply drops out of the picture.

Quit claim deed—A deed by which the grantor merely relinquishes any right or claim he has in the property. He may convey the fee simple by such a deed or he may not convey any right. In any event grantee takes only such title as grantor has, whatever it may be. Generally it is used to clear up some cloud on a title.

Tax deed—A deed given for land purchased at public sale for nonpayment of taxes. (See Title, Tax.)

Trust deed—See Mortgages.

DEPOSE—See Testify.

DESCENT—In law, a passing from an ancestor to an heir; transmission by succession or inheritance; the hereditary succession of property vested in a person by the operation of law.

DEVISE—A gift of real property by will. The Legislature in the code provisions on wills has, with extreme care and technical accuracy, used the terms "devise" and "legacy" in their well recognized common law sense and distinction; the one as a testamentary disposition of land, the other a like disposition of personalty. The word "devise" is so commonly misapplied to a bequest of personal property that its use (by a testator) is of no great significance.

DEVISEE—One to whom a devise is made.

DISCONTINUANCE—The cessation of aid for cause by formal action of board of supervisors.

DISCOUNT—To lend money upon, deducting an allowance for interest; e.g., banks *discount* negotiable paper. A deduction made for interest in advancing money upon, or purchasing, a bill or note not due.

DONEE—The receiver of a gift.

DONOR—The giver of a gift.

FEE—An unlimited estate of inheritance ; the highest estate which there is in land ; also used instead of commission, as broker's fee.

FIDUCIARY—One who holds property in trust for another ; a trustee.

FIXTURES—A thing is deemed to be affixed to land when it is attached to it by roots, as in the case of trees, vines, or shrubs ; or imbedded in it, as in the case of walls ; or permanently resting upon it, as in the case of buildings ; or permanently attached to what is thus permanent, as by means of cement, plaster, nails, bolts, or screws ; except that for the purposes of sale, emblements, industrial growing crops, and things attached to or forming part of the land, which are agreed to be severed before sale or under the contract of sale, shall be treated as goods and be governed by the provisions of the C.C. regulating the sales of goods.

Sluice-boxes, flumes, hose, pipes, railway tracks, cars, blacksmith shops, mills, and all other machinery or tools used in working or developing a mine, are deemed affixed to the mine.

When a person affixes his property to the land of another without an agreement permitting him to remove it, the thing affixed belongs to owner of land, unless he chooses to require former to remove it. A tenant may remove any fixtures added for purposes of trade, manufacture, ornament or domestic use unless they have been so affixed as to become an integral part of the premises and cannot be removed without injury to the premises.

Parties to a sale may, by agreement between themselves, determine the character of property. Thus, a conditional sale may be made of heavy machinery which is later affixed to the realty of the buyer and yet remains the personal property of the seller until the terms of the contract are fulfilled. This agreement will not, however, affect its character as to bona fide purchasers or encumbrancers of the buyer's interest.

(See also Real Property.)

FORECLOSURE—See Mortgage.

FREEHOLD—An undetermined estate in real property.

GENDER—Masculine gender includes feminine and neuter.

GIFT—A transfer of personal property made voluntarily and without consideration.

Three essential elements of a gift are :

1. *Interest* on part of donor having capacity or contract to make an unconditional gift.
2. Actual or symbolical *delivery* of thing to the donee such as to relinquish all control by the donor. (This is for the purpose of passing titles.) Actual delivery is not necessary where the property is incapable of delivery, or where it is already in the possession of the donee, provided donor parts with dominion over the property.
3. The donee must signify his *acceptance* except where it may be presumed. Where gift is to his advantage and he has knowledge thereof acceptance may be presumed.

A donor may make a valid gift of property reserving to himself a life interest in, or a life income from the property given or dividends, or interest for life on a sum given.

A verbal gift is not valid unless the means of obtaining possession and control of the thing are given nor if it is capable of delivery, unless there is an actual or symbolical delivery of the thing to the donee.

A power of revocation may be reserved in a gift of personal property ; otherwise a gift other than a gift in view of death cannot be revoked by the giver.

A gift made in view of death, i.e., in contemplation, fear, or peril of death and with intent that it shall take effect only in case of the death of the giver, may be revoked at any time and is revoked by the donor's recovery from the illness or escape from the peril under which it was made. Any gift made during the last illness of the giver, or under circumstances which would naturally impress him with an expectation of speedy death, is presumed to be a gift in view of death.

GIFT DEED—See Deed.

GRANT—A transfer of property, real or personal, by deed or writing. In personal property "grant" is often used as an equivalent to assignment as distinguished from a gift.

GRANT DEED—See Deed.

GRANTEE

1. The person to whom a grant or conveyance is made.
2. The person on whose eligibility a grant of aid is based.

GRANTOR—The person who makes a grant or conveyance.

GRUBSTAKE CONTRACTS and PROSPECTING AGREEMENTS entered into after September 19, 1939, which may in any way affect the title of mining locations, or other locations under the mining laws of this State, are void and of no effect unless the instrument has first been recorded in office of county recorder of county in which instrument is made. Grubstake contracts and prospecting agreements, duly acknowledged before a notary public or other person competent to take acknowledgments, shall be prima facie evidence in all courts in this State in all cases wherein title to mining locations and other locations under the mining laws of this State are in dispute.

EVIDENCE—The means of ascertaining the truth respecting a question of fact. Proof is the establishment of a fact by evidence. The degree of proof which, excluding possibility of error, produces absolute certainty is not required, because such proof is rarely possible. Moral certainty is required, or that degree of proof which produces conviction in an unprejudiced mind.

There are several degrees of evidence:

1. Primary and secondary.
2. Direct and indirect.
3. Prima facie, partial, satisfactory, indispensable, and conclusive.

Circumstantial evidence—This is proof of various facts or circumstances which usually attend the main fact in dispute, and therefore tend to prove its existence, or to sustain, by their consistency, the hypothesis claimed. Or as otherwise defined, it consists in reasoning from facts which are known or proved to establish such as are conjectured to exist.

Conclusive or unanswerable evidence is that which the law does not permit to be contradicted. Example: The record of a court of competent jurisdiction cannot be contradicted by the parties in the action.

Corroborative evidence is additional evidence of a different character, to the same point. Example: A hospital record and an insurance policy both showing that an applicant for OAS has reached the age of 67.

Cumulative evidence is additional evidence of the same character, to the same point. Example: Several personal affidavits as to the age of an applicant for aid.

Direct evidence is that which proves the fact in dispute, directly, without an inference or presumption, and which in itself, if true, conclusively establishes that fact. Example: The affidavit of a witness who attended a marriage as evidence of the marriage.

Documentary evidence—Evidence supplied by writings and documents of every kind in the widest sense of the term.

Expert evidence—Testimony given in relation to some scientific, technical, or professional matter by experts, i.e., persons qualified to speak authoritatively by reason of their special training, skill, or familiarity with the subject.

Hearsay evidence—Evidence not proceeding from the personal knowledge of the witness, but from the mere repetition of what he has heard others say.

Indirect evidence is that which tends to establish the fact in dispute by proving another, and which, although true, does not of itself conclusively establish that fact, but which affords an inference or presumption of its existence. Example: Proof that a person was naturalized upon a certain date as evidence that he was at least 21 years of age at that time.

Indispensable evidence is that without which a particular fact cannot be proved. Example: Evidence of the citizenship of parent or husband when derivative citizenship is claimed.

Oral evidence—Evidence given by word of mouth; the oral testimony of a witness.

Original evidence—An original document, writing, or other material object introduced in evidence as distinguished from a copy of it or from extraneous evidence of its contents or purport.

Partial evidence is that which goes to establish a detached fact, in a series tending to the fact in dispute. It may be received, subject to being rejected as incompetent, unless connected with the fact in dispute by proof of other facts. Example: Proof that a person claiming to have become a citizen through collective naturalization when North Dakota was admitted to statehood had filed his declaration of intention prior to 1889, the date of North Dakota's admittance to the Union.

Positive evidence—Direct proof of the fact or point in issue; evidence which, if believed, establishes the truth of falsehood of a fact in issue and does not arise from any presumption. It is distinguished from circumstantial evidence.

Prima facie evidence is that which suffices for proof of a particular fact, until contradicted and overcome by other evidence. Example: Passport issued two or more years prior to application for aid, as evidence of age.

Primary evidence is that kind of evidence, which, under every possible circumstance affords the greatest certainty of the fact in question. Thus, a written instrument is itself the best possible evidence of its existence and contents. Example: A certificate of naturalization as evidence of citizenship.

Satisfactory evidence—Such evidence as is sufficient to produce a belief that the thing is true; credible evidence; that amount of proof which ordinarily produces a moral certainty or conviction in an unprejudiced mind.

Secondary evidence is that which is inferior to primary. Thus a copy of an instrument or oral evidence of its contents is secondary evidence of the instrument and contents.

Social evidence—Includes all items which throw light upon the question at issue. Social evidence has an advantage over legal evidence in that it can include facts of slight probative value or which when regarded as isolated facts may seem trifling and apparently irrelevant.

EXCHANGE—Act of parting with something in return for an equivalent. A common law conveyance for the reciprocal transfer of landed interests of the same degree.

EXECUTOR—A man appointed by a testator to carry out the provisions of his will.

EXECUTRIX—A woman appointed by a testator to carry out the provisions of his will.

HANDWRITING—The handwriting of a person may be proved by anyone who believes it to be his, and who has seen him write, or has seen writings purporting to be his, upon which he has acted or been charged, and who has thus acquired a knowledge of his handwriting. (See Writing.)

HEREDITAMENTS—Things which may be inherited.

HOMESTEAD—Consists of dwelling house in which claimant resides, and the land in which same is situated, selected in the manner provided by law.

The Federal Government gives a patent to a person who is making a homestead on government property, after a certain length of time, provided he has complied with Federal requirements. Until the proper length of time has elapsed he has only a possessory interest in property. However, the property is assessable.

HYPOTHEC—An obligation, right, or security given by contract or by operation of law to a creditor over property of debtor without transfer of possession or title to creditor. The hypothec corresponds most nearly to common-law mortgage, but also in case of the tacit hypothec (that is, one arising by operation of law) corresponds to various common-law liens or preferred claims, as that of the State for taxes, that of a landlord for his rent; etc.

HYPOTHECATE—To subject to a hypothec; to pledge without delivery of title or possession. Stocks are hypothecated when they are deposited as security for a loan.

HYPOTHECATION—An act or contract by which property is hypothecated, or the right so created. This is a right in the thing, of such a nature as to be available over its subject without reference to one person more than another.

IOU—A paper having on it the letters IOU, with a sum named, and duly signed as an acknowledgment of debt. It does not amount to a promissory note unless it contains words importing a promise to pay.

IMPROVEMENTS—includes:

1. All buildings, structures, fixtures, and fences erected on or affixed to the land, except telephone and telegraph lines.
2. All fruit, nut bearing or ornamental trees and vines, not of natural growth, and not exempt from taxation, except date palms under eight years of age.
3. Alfalfa, after the first year's planting.

(See also Real Property.)

INCREASE—The amount by which aid formally granted is greater than the grant of same aid for the preceding month.

INSTITUTIONS, PRIVATE—Are those institutions owned and operated wholly by private individuals or corporations and may include profit, non-profit, charitable, fraternal, benevolent, or religious organizations. They may be supported in part by voluntary contributions. They do not receive an appropriation of funds from the State or any political subdivision thereof.

INSTRUMENT—A writing, as the means of giving formal expression to some act, contract, or proceeding, as a deed, contract, writ, etc. (See also Acknowledgment of Instrument; Negotiable Instruments; Writing.)

GUARANTEE OF TITLE—The opinion usually of a title insurance company, backed by its guarantee fund and other assets, as to condition of the title to a piece of land at a particular time, as disclosed by public records. It is usually made for benefit of any owner, a mortgagee, a beneficiary under a trust deed, or a lessee.

GUARDIAN AND WARD—A guardian is a person appointed to take care of the person or property of another, who is called his ward. The relation of guardian and ward is confidential and is subject to the provisions of law relating to trusts. In management and disposition of person or property committed to him, a guardian may be regulated and controlled by the appointing court.

A guardian has care and custody of the person of his ward and/or management of his estate, according to the order of appointment, until legally discharged, or, in case of guardianship of a minor, until minor reaches age of majority or, in guardianship of the person, until ward marries.

Guardians are either general or special. A **general guardian** is a guardian of the person and/or of the general estate of ward within this State. All other guardians are special guardians.

Guardian of the person—An individual appointed to take care of the person of his ward. He determines where and how his ward lives. He may fix the residence of his ward at any place in the State, but not elsewhere without permission of the court. In order to fix residence other than where the ward is living, the guardian must affirmatively declare intent for his ward.

Guardian of the estate—An individual appointed to be responsible for all financial and property matters of his ward, subject to the terms of his bond and the order of the court granting letters of guardianship. He has no responsibility for the person or whereabouts of his ward unless he is also guardian of the ward's person.

Guardian ad litem—A guardian appointed by a court of justice to conduct or defend a particular suit or legal proceeding on behalf of ward. Such guardian has no charge of ward's person or property. (See also Adoption, Custody.)

Appointment by will or deed—A parent may appoint a guardian by will or by deed for the property of any child of such parent, living or likely to be born, which such child may take from such parent by will or succession.

Either parent of a legitimate child living or likely to be born, or of an unmarried insane or incompetent person, may appoint a guardian of the person and estate, or person or estate of such child, or other person, by will or by deed, to take effect upon the death of the parent appointing, with the written consent of the other parent, or if the other parent is dead or incapable of consent. If the child is illegitimate, such appointment may be made by the mother. If the insane or incompetent person is married, such appointment may be made by the spouse.

Every testamentary guardian must qualify and has the same powers and must perform the same duties with regard to person and estate of his ward as guardians appointed by court, except so far as his powers and duties are legally modified, enlarged or changed by the will by which he was appointed.

Court Appointment—The superior court shall appoint a general guardian of person and estate, or person or estate, of minors and insane or incompetent persons, whenever necessary or convenient, and when no guardian has been appointed for the purpose by will or by deed. The court, in its discretion, may appoint more than one guardian, each of whom must give a separate bond, and be governed and liable in all respects as a sole guardian.

The court shall also confirm an appointment made by will or by deed, whenever requested, upon the same procedure and notice as in the case of appointment by the court.

In appointing a general guardian of a minor, the court is guided by what appears to be for the best interest of child in respect to its temporal and mental and moral welfare; and if the child is of sufficient age to form an intelligent preference, the court may consider that preference in determining the question. If the child resides in this State and is over 14 years of age, he may nominate his own guardian, either of his own accord or within ten days after being duly cited by the court; and such nominee must be appointed if approved by the court. When a guardian has been appointed for a minor under 14 years of age, the minor, at any time after he attains that age, may nominate his own guardian, subject to the approval of the court.

Oath and bond—Before the order appointing a guardian takes effect, and before letters issue, the person appointed must take an oath, which must be attached to or endorsed upon his letters, that he will perform the duties of his office as such guardian according to law, and, usually, must furnish a bond to the ward, with two or more persons or an authorized surety company as surety, to be approved by the judge, in such sum as required by the order.

A testamentary guardian need not give bond unless required by the court from which the letters of guardianship issued.

Issue of letters—Upon filing the bond, duly approved, letters of guardianship are issued to the person appointed guardian. A court order appointing a guardian is not effective until letters of guardianship have been issued and any prior act of the guardian as such is invalid. (See also Adoption, Custody.)

Extended insurance—The use of non-forfeiture value to give insurance protection for the full face value of the original policy, but for a shorter period of years; with the exception that, depending upon the length of term of premium payments, endowment policies may extend for the balance of the endowment period. At the expiration of the endowment period, any unused forfeiture value is paid and is known as pure endowment or final value.

Many companies convert a policy to either paid up or extended insurance automatically when a policy lapses. Some companies provide that the optional provisions must be applied for within 90 days after the last day on which premiums can be paid. In lieu of automatic insurance upon default in premium payments, California law provides that the legal owner of the policy may within 30 days request that cash surrender value be paid.

Face value of the policy—See Amount of Insurance.

Fraternal insurance—A system of mutual cooperative protection or insurance furnished by a fraternal order to its members on a non-profit basis. Usually confined to members and their families.

Grace period—Insurance policies contain clauses granting policy holders a period of time, usually 31 days from the date on which the premium is due, in which to pay premium. This is known as the "grace period."

Incontestability—Under the law, insurance companies are allowed a period of time during which they may investigate the facts or data submitted by the insured in order to obtain protection. The period during which they may investigate is usually two years; however, with some companies it is one year. At the expiration of this period, the policy is incontestable by the company no matter what the later findings may indicate.

Insurable interest—Every person has an insurable interest in the life and health of:

1. Himself.
2. Any person on whom he depends wholly or in part for education or support.
3. Any person under a legal obligation to him for the payment of money or respecting property or services, of which death or illness might delay or prevent the performance.
4. Any person upon whose life any estate or interest vested in him depends.

Insured—The person on whose life the policy is written.

Lapse—A policy is said to lapse when premiums are not paid on the due date or within the grace period.

Liens—See Industrial Insurance.

Loan value—Amount of money which will be loaned by insurer with policy as collateral. It is usually the same as the cash value, sometimes less.

Mortuary dividend—A dividend payable only at death of insured. It is usually automatically cancelled if policy has lapsed, or if paid up or extended insurance has been taken.

Non-forfeiture value—After a policy has been in force for a period of time, cash reserves are built up. Time required to build up these reserves varies with companies and usually ranges through a period between the end of the first policy year and the end of the third policy year. If a policy lapses for non-payment of premium after such reserves have been built up within it, these reserves are made available to insured in one of three ways known as non-forfeiture value: cash surrender value, paid up insurance, extended insurance. The longer the policy has been in force on a current premium basis, the larger these values will be. California requires that they be made available on every contract or policy of life insurance, except annuities, industrial policies, or term contracts issued for periods of 20 years or less, in event of default of premium payment after three full annual payments have been made.

Paid-up insurance—Applied when non-forfeiture value is used to purchase insurance protection for a smaller face amount that will continue for period guaranteed in original policy. In endowment types, paid-up policy becomes payable at end of endowment period or at prior death.

Policy—The written instrument, in which a contract of insurance is set forth, is the policy. A policy usually specifies:

1. Parties between whom the contract is made;
2. Life insured;
3. Risks insured against;
4. Period during which the insurance is to continue, e.g., date of issuance, of maturity, or expiration;
5. Statement of premium;
6. Name of beneficiary;
7. That a lien has been placed, if a loan has been secured on industrial insurance.

Policyholder—Person to whom a policy of insurance has been issued.

Premium—Amount of money which insured agrees to pay to insurer at regular stated intervals as provided in the contract.

Premium payer—Person who provides funds to pay premiums; usually the policyholder.

Reserve—Reserve and cash value are synonymous. These terms refer to that portion of premium which has been set aside to guarantee fulfillment of the contract and to assure a level premium throughout premium period of policy. In event policy lapses, these monies become available to policyholder in forms of non-forfeiture values which are defined elsewhere in this Glossary.

INSURANCE, LIFE—A contract wherein one party or company, called the insurer, agrees with the second party, called the insured, to pay a stipulated sum at death or disability of insured, or, in the case of endowment insurance, at the end of a specified period, if insured survives. Insured agrees, in return, to make periodic payments to insurer.

There are three major classifications of insurance and within these classifications there are four types of insurance. By type of insurance is meant the form of protection provided in the policy contract. The three major classifications are:

1. **Ordinary insurance** is that class of insurance which is usually written in units of \$1,000 or more. All policies on which premiums are payable annually, semi-annually, or quarterly belong to this class. Policies on which premiums are payable monthly also belong to this class unless the word "Industrial" appears on the face of the policy. Under certain conditions specified in the policy, insured may borrow money on ordinary insurance. Period at which loan values become available varies with the company, but is usually at end of second or third year.
2. **Industrial insurance** was developed for persons in low income groups. It is sold in units whose face value is usually less than \$1,000. Premiums are ordinarily payable weekly, although some are payable monthly, and usually are collected at the home by agents. The word "Industrial" appears on the face of the policy. In this type of insurance, insured may borrow for only one purpose, i.e., to pay premiums. Such loans are stamped on the policy and are known as *liens*.
3. **Group insurance** refers to policies issued to cover a group of people, usually employed by one employer. When only one employer is involved, he retains the policy, and the employees are issued certificates indicating benefits due them. Premiums are sometimes paid by employer, sometimes shared by employer and employees, and sometimes paid entirely by employees.

The four types of insurance are:

1. **Whole or straight life plan** insures policy holder during his entire life. Premiums are payable during life of insured. Many contracts now provide, however, that policy may become automatically paid up at a specified time. Age at which this occurs varies from 70 to 85 and is stated in the policy. This type of contract does not require that dividends be accumulated for future premium payments. (See Dividends.)
2. **Limited payment life insurance** is payable only at death of insured. Premiums are payable for a limited number of years—20, 25, or 30—the popular span being 20 years.
3. **Endowment insurance** pays face amount of policy after a specified number of years, or at prior death of insured. Premiums are payable until maturity of policy unless policy specifies differently, as when premiums are waived on proof of total disability. These policies are written either for a specified number of years or so as to mature at a definite age of insured. (See Dividends.)
4. **Term insurance** is payable only if death occurs within time specified in policy. It is a low premium insurance requiring excellent physical condition. Cash reserves in the contract are so small as to be negligible. These policies usually contain special provisions for renewal in their present form at a higher premium rate or for a conversion without physical examination to other forms of insurance.

Miscellaneous insurance terms defined:

Accidental death benefit—Face amount of policy is doubled if death occurs under conditions outlined in policy. Many ordinary policies carry additional premium for this benefit. This benefit may be cancelled automatically when insured reaches age of 65 or 70.

Amount of insurance—Sometimes called "face amount of the policy," is amount of money which insurer agrees to pay at a future time in accordance with terms of policy.

Beneficiary—Person to whom policy is made payable in event of death of insured.

Cash value—See Reserve.

Cash surrender value—Term used when non-forfeiture value is paid in cash and contract is cancelled.

Date of issuance—Date on which a policy of insurance is first issued regardless of dates on which it may have been reinstated or converted into another kind of insurance.

Disability benefits—Benefits which are paid to policy holders if disability takes certain forms, as outlined in policy contract. Form which the benefit takes varies with companies and can best be studied in the policies themselves. Ordinary policies usually carry a higher premium for this benefit. Some insurance companies grant this provision, whether it is mentioned in policy or not. This benefit may be automatically cancelled by insurer if there is default in premiums. It is usually cancelled automatically when the insured reaches an age between 65 and 70. This varies with individual companies and is stated in policy.

Dividends—A dividend is a refund to the policy holder of unused portions of the company's cash surplus. Dividends arise from savings on mortality, excess interest earnings and savings in overhead. In most companies dividends may be used in various ways at the option of the policy holder, e.g., to accumulate at interest, to reduce premium, to purchase paid up insurance additions, to take in cash, to accumulate toward making the policy paid up at an earlier date.

LIEN—A hold or claim on property to secure a debt. A charge imposed in some mode other than by a transfer in trust upon specific property by which it is made security for the performance of an act. It is created by contract of the parties or by operation of law.

Notwithstanding an agreement to the contrary, a lien or a contract for a lien transfers no title to the property subject to a lien.

A lien is the right given by law to a creditor to have a debt or claim satisfied out of the property of a debtor. It arises of necessity from the relation of debtor and creditor. Liens may be voluntary (by contract of parties) or involuntary (by operation of law). For example, a mortgage is a voluntary lien when placed on debtor's property to secure a loan.

Liens may be specific or general. A specific lien affects certain specified property only, while a general lien affects all property of debtor.

A special lien is one which the holder thereof can enforce only as security for the performance of a particular act or obligation, and of such obligations as may be incidental thereto.

A general lien affects all property of debtor. All obligations against the property are included in it.

A general lien is one which the holder thereof is entitled to enforce as a security for the performance of all obligations, or all of a particular class of obligations, which exist in his favor against the owner of the property.

The most common specific liens are:

1. Mortgages (trust deeds, while legally not liens, are liens in effect).
2. Taxes (local).
3. Assessments.
4. Mechanics' liens.

The more common general liens are:

1. Judgments. A judgment is the final determination by decision of a court or verdict of a jury of the rights of the parties in an action or proceeding.
2. State franchise taxes, gross revenue taxes, etc.
3. Federal taxes, such as inheritance taxes, income taxes, etc.

A statutory lien is one created by operation of law. Thus, OAS liens taken prior to September 1, 1937, are statutory liens.

LIFE ESTATE—Life estate, estate for life, and life tenancy, are practically synonymous terms. Life interest is not a meaningful term.

The estate for life, is a freehold estate, whether it be for the life of the tenant or the life of another.

It is not essential to the creation of a valid life estate that there shall be no condition imposed which may terminate the estate in some contingency prior to the death of the grantee, such as marriage or residence abroad.

A life estate is created in a grantor by a deed purporting to convey the full fee simple estate but which is deposited with a third party to be given to the grantee only on the death of the grantor; the grantor, however, reserving no power to recall the deed.

A life estate is a freehold interest which terminates upon the death of the owner. The life tenant has definite rights and responsibilities, such as payment of taxes, interest, assessments, upkeep and such expense as is necessary to keep the property in good condition, etc., and is entitled to all the income, if any, from the property. Occupancy of the property by the life tenant, unless specified in the instrument, is not necessary. Life estate represents an interest which is transferable, assignable, or which may be encumbered depending upon the type of life estate.

Upon death of a recipient of aid who holds a life estate interest in property, the property automatically goes to the remainderman.

LIS PENDENS—In an action affecting title to real property the plaintiff may file a lis pendens or notice of the pendency of the action, with the county recorder where the property is situated. The notice contains the parties object of the action and description of the property. It constitutes constructive notice of the suit to all persons, and subsequent purchasers or encumbrancers are bound by the judgment.

MAINTENANCE AND OPERATION—Includes maintenance and operating costs, such as supplies, repairs, replacements of equipment, contractual services, etc., other than Salaries and Wages and Capital Outlay.

MARITAL STATUS

Married i.e., legally married. This does not include common law marriage as such marriage has not been recognized in California since March, 1895. Prior to this date the statutes provided for an unsolemnized marriage which included the elements of consent, followed by a mutual assumption of marital rights, duties and obligations. When a common law marriage has occurred in another state or country, in which such marriage is recognized as legal, and the couple have moved to California, such marriage is considered legal in California.

Separated i.e., spouses living separate and apart. This is dependent upon proof of the fact and not upon legal presumptions. Legal separation is included, i.e., a husband and wife may agree in writing to an immediate separation and may make provision for the support of either of them and of their children during such separation. Such legal separation does not constitute divorce.

Divorced—A final decree of divorce has been granted by a court of competent jurisdiction.

Widowed—Spouse is dead.

Single—Person has never been married, or marriage has been annulled or voided.

After death of the spouse, prior changes in marital status are not considered.

MAY—See Shall.

MINE—Includes all mineral bearing properties of whatever kind or character, whether underground, quarry, pit, well, spring, or other source from which any mineral substance is or may be obtained.

MINERAL—Includes all mineral products both metallic and nonmetallic, solid, liquid or gaseous, and mineral waters of whatever kind or character.

INTANGIBLES—As defined for revenue and taxation purposes, means intangible personal property of a type not exempt from taxation and any interest therein. Intangible personal property includes notes, debentures, shares of capital stock, bonds, solvent credits, deeds of trust, and mortgages.

INTEREST IN REAL PROPERTY—The word "interest" is broader than the word "title," and includes both legal and equitable rights. It may be used as synonymous with "estate" or "title," or it may be used to denote something less than an estate or title. An interest in land is the legal concern of a person in the thing or property, or in the right to some of the benefits or uses from which the property is inseparable.

INTERIM CERTIFICATE—A temporary or preliminary certificate, as one entitling the owner to receive certain shares or bonds to be afterwards issued. (See also Stock.)

INTERLOCUTORY—Provisional; temporary. Used of orders or judgments which are not final.

INTESTATE—Without having made a valid will; not devised or bequeathed, not disposed of by will, as an "intestate estate."

IRRIGATION AND WATER STOCK—Stock in a mutual water company may be either real or personal property dependent upon whether or not the stock and the rights obtained thereunder are appurtenant to and run with the land owned.

Any corporation organized for or engaged in the business of selling, distributing, supplying or delivering water for irrigation purposes, or for domestic use, may provide in its articles or by-laws that water shall be sold, distributed, supplied or delivered only to owners of its shares and that such shares shall be appurtenant to certain lands when the same are described in the certificate issued therefor; and when such certificate is so issued and a certified copy of such articles or by-laws recorded in the office of the county recorder in the county where such lands are situated, the shares of stock become appurtenant to the said lands and may only be transferred therewith, except after sale or forfeiture for delinquent assessments. When a mutual water company has complied with the foregoing provisions, its stock is appurtenant to the land and it follows therefrom that such ownership is an interest in real property.

When the right to obtain water upon receipt of ownership of the stock is limited to use on the particular land of the stockholder, or of the landowner, such water rights are appurtenant to the land and the ownership thereof is an interest in real property. When a landowner is privileged to sell or rent to another the right to receive water without disposing of his land, such right would not be appurtenant to his land and would be ownership in personal property.

ISSUES—Descendants in general; in a will, heirs.

JOINT TENANCY DEED—See Deed, Joint Tenancy.

JURAT—A memorandum or certificate added to an affidavit or statement under oath, properly at the end, stating when, before whom, and (sometimes) where, it was made.

JUS SANGUINIS—Law or right of blood, or parentage; used specifically of the rule that allegiance or citizenship of child is determined by citizenship of its parents.

JUS SOLI—Law or right of the soil or ground; used of the rule of law that determines allegiance or citizenship of child by place of its birth. This is the common law rule.

LEASE—An agreement under which the tenant (lessee) hires (leases) property from the landlord (lessor) thereby securing temporary possession of the property. The lessee or lessor may be an individual or a corporation. The amount paid to the landlord is called rent.

A lease of real property, if for a period of years (for exception in OAS, see Sec. 132-60, Real Property Held by Lease,) at will, or sufferance of the lessor; is personal property of the lessee. In general, when the period of the lease is not specified, it is presumed to be one year. A lease of real property for the lifetime of the lessor, or not restricted to a specified term of years but providing that it is to continue "so long thereafter" as oil, gas, etc., is produced in paying quantities, is a real property interest of the lessee. The lessor's interest, if he is the owner of the land or any interest therein, remains real property regardless of the terms of the lease. (See also Real Property, for discussion of oil, mineral, etc., leases.)

Many counties, for the purposes of taxation, assess lessee's interest in leases as personal property; often at an arbitrary valuation of \$100. However, the way in which such property is assessed is not the real test for differentiating between real and personal property. The terms of duration of the lease and the nature and kind of property as defined in Secs. 104 and 106 of the Rev. & Tax. C., are the determining factors. (For a full discussion of oil, timber, mineral, etc., leases, see Real Property.)

LEASEHOLD—A tenure by lease, or the land held; specifically, land held as personalty under a lease for years.

LEGACY—A gift of property by will, especially of money or other personal property; a bequest.

LEGATEE—One to whom testator leaves any property, real or personal.

LESSOR—One who leases, or gives a lease.

LESSEE—One to whom a lease is given or who takes an estate by lease; a tenant under a lease.

LICENSES—A license granted by a private person is a personal, revocable, and non-assignable permission or authority to do one or more acts on his land without possessing any interest therein. It is not an interest in land, and therefore can be created orally; or it may be established by its exercise with acquiescence of licensor. Ordinarily it is revocable at any time by licensor.

Construction in favor of mortgage—If there is any doubt as to the nature of the transaction, it will be construed to be a mortgage and not a deed of trust. The mere fact, however, that the creditor is a trustee will not invalidate the deed of trust, if it clearly appears that such an instrument was intended.

Effect of deed of trust—The deed of trust actually gives the trustee only such interest as is necessary to carry out the trust; in practical effect, it is little more than a mortgage with power to convey.

Power of sale mortgage—The mortgage may provide that upon default the mortgagee shall have the power to take possession and sell the property. In such case, the mortgagee conveys the mortgagor's title to the purchaser, as the mortgagor's attorney in fact. But even with such power, the mortgagee's interest is still only a lien and the statute of limitations bars the power of sale when it has run on the principal obligation. The chief differences between the ordinary mortgage and one with power of sale are: (1) In the power of sale mortgage, the mortgagee has the option of two remedies: foreclosure or sale, (2) A sale under the power of sale probably cuts off the statutory right of redemption.

Release of mortgage—Must be made by the mortgagee or his assignee when it is paid in full. Failure to do so will make him liable for damages and a fine. Release of mortgage may be made by recording a formal instrument called a "Satisfaction (or release) of Mortgage." This must be signed and acknowledged by mortgagee or his assignee. It may also be made by what is called "marginal release." This is a notation in the margin of the records in the recorder's office signed by the mortgagee or his assignee in the presence of the recorder who certifies to the acknowledgment and puts a stamp on the mortgage showing that it has been satisfied.

Satisfaction of mortgage must be acknowledged and recorded in order to clear the records of the encumbrance created by such mortgage.

Sale of Foreclosure—The purchaser at the sale of foreclosure acquires the title of the mortgagor at the time of the sale, but he is not entitled to possession of the property until the time for redemption (one year from date of sale) has expired, and as a consequence, may not, as a general rule, place a receiver in charge of the property during the period for redemption. The mortgagor or his successor in interest is entitled to remain in possession until the execution of the sheriff's deed, but not afterwards. After execution of the deed, the purchaser is entitled to possession of the entire interest of the mortgagor on the premises, freed from leasehold or other subsequent interest. A purchaser of an undivided interest is entitled to be placed in possession jointly and in common with other parties holding undivided interests not derived from the mortgagor.

A purchaser at the mortgage sale who takes actual possession and control of the property is liable for negligence resulting in personal injuries, notwithstanding the year for redemption has not expired and notwithstanding the receiver who was appointed to take possession and control of the property was not discharged until some time after the accident.

Mortgage, first—A first mortgage represents the first claim on a property.

Mortgage, second—A second mortgage is subordinate to a first mortgage.

Mortgagee—The person to whom property is mortgaged. One who makes a mortgage.

Mortgagor—The owner of property who gives a mortgage to the mortgagee.

NEGOTIABLE—Capable of being negotiated; assignable or transferable in ordinary course of business; specifically, transferable by delivery, with or without indorsement as case may be, so that title passes to transferee, who, if a bona fide holder without notice, is not prejudiced in his rights by any defect or flaw in title of prior parties or by any personal defenses available to prior parties among themselves.

MINERAL RIGHTS AND LEASES—See Real Property.

MINING CLAIMS, TUNNEL RIGHTS AND MILL SITES—Under California law, a mining claim is an interest in real property and, even though unpatented, constitutes a possessory interest subject to inheritance or transfer by quit-claim deed.

Any person, a citizen of the U. S., or who has declared his intention to become a citizen, who discovers a vein or lode of quartz, or other rock in place, bearing gold, silver, cinnabar, lead, tin, copper, or other valuable deposit, may locate a claim upon such vein or lode. The proprietor of a vein or lode or mine, or the owner of a quartz mill or reduction works, or any person qualified by laws of the U. S. may locate not more than five acres of nonmineral land as a mill site. Location shall be made in the same manner as required for locating placer claims.

Within 30 days after posting his notice of location upon a lode, mining claim, placer claim, tunnel right or location, or mill site claim or location, locator shall record a true copy of the notice in office of county recorder of county in which such claim is situated.

Claims which are conveyed by patent are termed patented mining claims. In the sense used in this Manual, a patent is an instrument by which the State or Federal Government conveys land upon compliance with certain requirements. Claims which have not been conveyed are called unpatented claims.

See also Grubstake Contracts.

MINORS—All persons under 21 years of age, except that a female of the age of 18 or over who is lawfully married is deemed to be of the age of majority and an adult for the purpose of entering into any engagement or transaction respecting property or her estate, or any contract.

Minor's property—Although parent of child is entitled to its custody, services and earnings, this right does not extend to child's property, and parent, as such, has no control over property, real or personal, of child.

See also Custody.

MORTGAGE—Any interest in real property which is capable of being transferred may be mortgaged. If the mortgage is made on property which the mortgagor does not own, and he afterwards acquires title, the after-acquired title inures to the benefit of the mortgagee as security. Such a mortgage of property to be afterwards acquired is valid.

A mortgage must be in writing. No particular form is required; the statutory form which may be used is very simple. Mortgages of real property are acknowledged, certified, and recorded in the same manner as grants of real property.

Every transfer of an interest in property, other than in trust, made only as a security for the performance of another act, is to be deemed a mortgage (except in cases of pledge of personal property). The burden of proof is on the party asserting that the deed is a mortgage, and the evidence must be clear and convincing in order to establish the fact. The test is whether there was an existing obligation at the time; but it need not be evidenced by a writing.

In California, there are two distinct forms of transactions involving land as security: mortgages and deeds of trust. The deed of trust is an anomaly, chiefly for the reason that it is an established principle, expressed in the codes, that a deed intended as security will be construed as a mortgage. But, in spite of this inconsistency, the deed of trust was recognized as a valid form of security at an early date, before the adoption of the codes. Later cases also upheld its validity, and today it is well established and is far more widely used than the mortgage.

Lien theory of mortgage—The deed of trust is thrown into strong contrast with the mortgage, because in California the common law title theory of mortgage has not been adopted. At common law, the mortgagee received title, subject to defeasance by a condition subsequent, the payment of the debt by the mortgagor. In California, no title passes by the mortgage; the mortgagee acquires only a lien.

Mortgage compared with deed of trust—In contrasting the ordinary mortgage (without power of sale) with the deed of trust, the following are said to be the chief differences:

	A. Mortgage	B. Deed of trust
1. Parties	Two parties, mortgagor and mortgagee. D, the debtor-mortgagor, gives C, the creditor mortgagee, a lien upon the property of D as security for an obligation owed to C.	Usually three parties, trustor, trustee and beneficiary. D, the debtor-trustor, conveys the title to his property to T, trustee, to be reconveyed to D if he performs his obligation, but in case he fails to perform, to be sold for the satisfaction of D's obligation to C, the creditor-beneficiary.
2. Title	Remains with the mortgagor until foreclosure sale, then it passes from the mortgagor to the purchaser.	Passes to trustee who holds it until default, then, after sale, it goes from trustee to purchaser.
3. Statute of Limitations	Action to foreclose the mortgage is barred when the statute has run on the principal obligation.	Rights of the creditor against the property are never barred, for the trustee has title and can always sell.
4. Remedies	The only remedy of the mortgagee is foreclosure unless the mortgage provides for a power of sale.	Alternative remedies of sale or foreclosure are now permitted.
5. Redemption	In addition to the equity of redemption, the mortgagor has the statutory right of redemption for one year.	The debtor has a limited right of reinstatement of the loan after default, but no right of redemption, the sale is absolute.
6. Deficiency Judgment	A deficiency judgment, if proper, may be entered in the foreclosure suit.	After sale, a separate action must be brought for the deficiency, unless the remedy of foreclosure is employed.

OWNER—The owner is he who has dominion of a thing real or personal, corporeal or incorporeal, which he has a right to enjoy and do with as he pleases, even to spoil or destroy it, as far as law permits, unless he be prevented by some agreement or covenant which restrains his right.

Owner, in its general sense, means one who has full proprietorship in and dominion over property. The word "owner" does not necessarily refer to holder of legal title to property; it may have reference to one whose interest is less than a fee simple estate, such as a conditional vendee (i.e., the buyer) who is in possession.

It is true that the word "owner" also refers to the one holding the legal title.

(See Secs. 131-05, Ownership of Real Property, and 141-10, Ownership of Personal Property, for further definition and discussion.)

OWNERSHIP—The ownership of a thing is the right of one or more persons to possess and use it to the exclusion of others. The thing of which there may be ownership is called property.

Ownership is defined as that portion of the total value of real or personal property which is available to the owner. It may be complete possession or equity in personal or real property.

(See Equity.)

PAROLE—As used in this Manual, the term "parole" means the conditional release of a person *who has been committed* to a State institution. It is a suspension of sentence or commitment, during good behavior, terminable upon breach of any of its conditions, and rescindable at any time.

PATENTED MINING CLAIM—See Mining Claims, Tunnel Rights and Mill Sites.

PAYEE—One to whom a warrant is payable. (See also Recipient; Applicant; Grantee.)

PERJURY—An unqualified statement of that which one does not know to be true is equivalent to a statement of that which one knows to be false. Perjury is punishable by imprisonment in the State prison for not less than one nor more than 14 years.

PERSONAL PROPERTY—Estate or property that is not real, consisting in general of things temporary or movable; chattels; originally, property recoverable by personal action; in the common law, any action not brought for the recovery of, or involving rights in, lands, tenements, or hereditaments; that is, one brought to enforce or recover a debt or personal duty, or damages in lieu of it, or damages for an injury to person or property, or for the specific recovery of, or enforcement of a lien upon, goods or chattels. Includes all property except real estates; e.g., money, goods, chattels, evidences of debt, stocks, bonds, clothing, furniture, livestock, jewelry, things in action, etc.

For the purposes of sale, emblements, industrial growing crops, and things attached to or forming part of the land, which are agreed to be severed by sale or under the contract of sale, shall be treated as goods.

Parties may, by agreement between themselves, determine the character of the property. Thus a conditional sale may be made of heavy machinery which is later affixed to realty of buyer and yet remains personal property of seller. This agreement will not, however, affect its character as to bona fide purchasers or encumbrancers of buyer's interest.

PERSONALTY—Personal property, as distinguished from real property.

PHOTOPHOBIA—A morbid dread or dislike of light.

POSSESSORY INTERESTS—Include:

1. Possession of, claim to, or right to the possession of land or improvements, except when resulting from ownership of the land or improvements.
2. Taxable improvements on tax exempt land.

Possessory interests are not considered sufficient security for the payment of any taxes.

POWER OF ATTORNEY—Written authority from one person to another to act for him.

PROBATION—As used in this Manual, the term "probation" means the conditional release of a person *prior to commitment* to a State institution. An order suspending sentence is the equivalent of an order granting probation. Probation may be revoked at any time if the judge has reason to believe that its terms have been violated. Commitment to a penal farm or road camp for a term may be a condition of probation, but after commitment to a *State institution* release may be obtained only by parole, discharge, commutation, pardon, or escape.

PROPERTY—The word "property" includes property real and personal. Property is the exclusive right of possessing, enjoying, and disposing of a thing; it is the right and interest which a man has in lands and chattels, to the exclusion of others, and the term is sufficiently comprehensive to include every species of estate, real or personal.

The term "property" includes all matters and things real, personal or mixed, capable of private ownership.

PROPERTY, REAL—See Real Property.

PROPERTY SOLD FOR DELINQUENT TAXES—Real property on which taxes have become delinquent is so marked in the assessor's office at the time of the first tax delinquency. Such property is marked:

"Sold to the State"
Date of sale
Amount of taxes due

Delinquent taxes constitute a lien against property. Property is not offered for sale at public auction until five years after the first delinquency. During this five-year period the owner may redeem the property by payment of delinquent taxes and penalties thereon.

Title does not pass until the execution of a deed either to the State or to purchaser at delinquent tax sale. Such deed is executed by the tax collector and recorded in the office of the county recorder. (See also Title, Tax.)

NEGOTIABLE INSTRUMENT—An instrument to be negotiable must conform to the following requirements:

1. It must be in writing and signed by maker or drawer;
2. It must contain an unconditional promise or order to pay a sum certain in money;
3. It must be payable on demand, or at a fixed or determinable future time;
4. It must be payable to order or to bearer; and
5. Where instrument is addressed to a drawee, he must be named or otherwise indicated therein with reasonable certainty.

The chief types of negotiable instruments are **bills of exchange** and **promissory notes**.

Negotiable bill of exchange is an unconditional order in writing, addressed by a drawer to a drawee, requiring latter to pay on demand or at a fixed or determinable future time, a sum certain in money, to order or to bearer.

Check is a bill of exchange drawn on a bank payable on demand.

Trade acceptance is a draft (i.e., a bill of exchange) used in financing sales. It is drawn by seller upon buyer as drawee, usually payable to order of seller. Acceptance by buyer is means by which seller secures payment of purchase price. Such instrument usually refers to transaction out of which it arose. A bill of exchange is a mere order and before acceptance does not operate as an assignment of funds.

Negotiable promissory note is an unconditional promise in writing, made by a maker to a payee, engaging to pay on demand or at a fixed or determinable future time, a sum certain to order or to bearer.

Bond is a promissory note usually secured by a mortgage or deed of trust.

Document of title in which it is stated that the goods referred to therein will be delivered to the bearer, or to the order of any person named in such document is a negotiable document of title.

NON-COUNTY AID—See Recipient, Non-County.

NON-FEDERAL AID—See Recipient, Non-Federal.

NUMBER—Singular number includes the plural, and plural the singular.

OATHS AND AFFIRMATIONS

Every county officer named below, and his deputy, and every justice of the peace may administer and certify oaths.

1. A district attorney;
2. A sheriff;
3. A county clerk;
4. An auditor;
5. A treasurer
6. A recorder;
7. A license collector;
8. A tax collector; who shall be an ex officio license collector;
9. An assessor;
10. A superintendent of schools;
11. A public administrator;
12. A coroner;
13. A surveyor;
14. Members of the board of supervisors;
15. A livestock inspector;
16. A fish and game warden;
17. A county librarian;
18. Such other officers as may be provided by law.

Every court, every judge, or clerk of any court, every justice, and every notary public, and every officer or person authorized to take testimony in any action or proceeding, or to decide upon evidence, has power to administer oaths or affirmations.

An oath, or affirmation, may be administered as follows, the person who swears, or affirms, expressing his assent when addressed in the following form: "You do solemnly swear (or affirm, as the case may be), that the evidence you shall give in this issue (or matter), (pending between _____ and _____,) shall be the truth, the whole truth, and nothing but the truth, so help you God."

Whenever the court before which a person is offered as a witness is satisfied that he has a peculiar mode of swearing, connected with or in addition to the usual form of administration, which, in his opinion, is more solemn or obligatory, the court may, in its discretion, adopt that mode.

When a person is sworn who believes in any other than the Christian religion, he may be sworn according to the peculiar ceremonies of his religion, if there be any such.

Any person who desires it may, at his option, instead of taking an oath make his solemn affirmation or declaration by assenting when addressed in the following form: "You do solemnly affirm (or declare) that * * * (etc.)."

(See also Affidavit.)

OIL RIGHTS AND LEASES—See Leases and Real Property.

REAPPLICATION—The filing of a new application for the same aid by a former applicant or recipient, or on behalf of same child or children, whose application was denied or whose grant in aid was discontinued 12 months or more before date of reapplication.

RECIPIENT—One who is receiving a payment of aid under OAS, ANB, or APSB Law; or, One who is receiving a payment of aid under ANC Law on behalf of eligible child or children; this may be a parent or person in loco parentis.

Former recipient—A person who or on whose behalf aid has been granted in the past but whose grant has been formally discontinued.

Non-county recipient—A recipient for the payment of whose aid the county receives full reimbursement from State and Federal Government.

Non-county-non-Federal recipient—A recipient for the payment of whose aid the county receives full reimbursement from the State Government only.

Non-Federal recipient—A recipient whose payment of aid by the county is shared by the State and county governments.

Regular recipient—A recipient whose payment of aid by the county is shared by the Federal, State, and county governments.

RECONVEYANCE—A reconveyance is the instrument of release under a trust deed (deed of trust). A transfer of title of land back to a former owner as an estate.

RECORDATION—The recorder must, upon payment of his fees for the same, record in separate books;

1. Deeds, grants, transfers and mortgages on real estate, releases of mortgages, powers of attorney to convey real estate, and leases which have been acknowledged or proved;
2. Mortgages of personal property;
3. Certificates of marriage and marriage contracts;
4. Wills admitted to probate;
5. Official bonds;
6. Notices of mechanics' liens;
7. Transcripts of judgments, which by law are made liens upon real estate in this State;
8. Notices of attachment upon real estate;
9. Notices of the pendency of any action affecting real estate, the title thereto, or the possession thereof;
10. Instruments describing or relating to separate property of married women;
11. Notices of pre-emption claims;
12. Births and deaths;
13. Certified copies of decrees and judgments of courts of record;
14. Such other writings as are required or permitted by law to be recorded.

In lieu of the separate books above provided for, the recorder may record any of the above instruments in one general series of books to be called "official records," which books shall be numbered consecutively. Recording of instruments in such "official records" will impart notice in like manner and effect as if such instruments were recorded in any of the separate books hereinbefore provided for.

REGULAR RECIPIENT—See Recipient.

RELEASE OF MORTGAGE, DEED OF TRUST, LIEN, ETC. See Satisfaction; Reconveyance; Mortgage, etc.

REMAINDER—A future estate created to take effect in possession upon the determination of the precedent (particular) estate, in favor of a person other than the grantor or testator. Upon termination of the particular estate, the residue, instead of reverting to the original owner, remains in a third person called the remainderman. Example: If land be conveyed to A for life, and on his death to B, A's life interest is a particular estate, and B's interest is a **remainder**, or estate in remainder distinguished from a *reversion*, in which the residual interest is reserved by the grantor. Generally, if there is (1) an ascertained person in being, and (2) no condition precedent to the taking of the estate upon termination of the particular estate, the remainder is vested, even though it may never take effect in possession.

REMAINDERMAN—One who holds or is entitled to a remainder.

RENT—A return or compensation issuing out of lands and tenements in return for their use.

RENTAL—The amount of rents in gross.

PROSPECTING AGREEMENTS—See Grubstake Contracts.

PTOSIS—Drooping of upper eyelid, produced by paralysis of its levator muscle.

PUBLIC ASSISTANCE—See Assistance.

QUIET TITLE SUIT—When persons claim an interest in real or personal property adverse to the owner, the latter may bring an action against them to quiet title which will determine the adverse claim. Registration under the Torrens Land Title Law is in part a proceeding to establish or quiet title. A jury trial may be had in an action brought to quiet title to personal property.

QUIT CLAIM DEED—See Deed, Quit Claim.

REAL PROPERTY—The distinction has been made that real property is immovable, while personal property is movable.

Real property includes:

1. The earth;
2. Any thing permanently attached thereto,
 - a. When it is attached to it by roots as in the case of trees, vines, or shrubs; or
 - b. Imbedded in it, as in the case of walls, or permanently resting upon it as in the case of buildings; or
 - c. Permanently attached to what is thus permanent, as by means of cement, nails, etc.; or
3. Buried beneath it, together with the air and sky (above).

Types of real property are:

1. Land;
2. Mines; minerals and quarries in and under the land, including patented and unpatented mining claims;
3. Oil and mineral rights and royalties;
4. Timber growing.

Land is the solid material of the earth whatever may be the ingredients of which it is composed, whether soil, rock or other substance.

Buildings or improvements affixed to land ordinarily become part of the realty, but it is possible for an owner and a lessee to agree between themselves that the buildings or fixtures shall remain the property of the lessee and be subject to removal by him.

If, however, the terms of the lease provide that the buildings or improvements must remain on the land, such are considered to be the real property of the lessor. (See also Fixtures, Improvements.)

Mining Claims, although legally an interest in real property and properly assessed as real property under Sec. 3617 of the Pol. C., are assessed in many counties as personal property with an arbitrary valuation, frequently \$100.

Either patented or unpatented mining claims represent an interest in real property.

Patented mining claims are listed with county assessor while unpatented mining claims are listed with county recorder. Some counties do not assess unpatented mining claims. All counties assess patented mining claims.

Oil, mineral and timberlands rights, leases, etc. There may be a fee simple ownership of minerals in land and at the same time a fee simple ownership of the land itself by another person.

Oil, mineral and timber rights retained by former owners of land when the land has been deeded away and title has passed to a new owner represent an interest in real property; i.e., if A sells the land but retains the oil and mineral rights, these are still his real property even though title to the land has passed.

In cases of oil, mineral and timber rights within this State, it may be possible to secure some estimate of the assessed value of these through the assessor's and recorder's office of the counties in which these rights are located.

Where a landowner gives an oil or gas lease, reserving a "landowner's royalty" (a percentage of oil and gas produced) and he subsequently assigns a part of his royalty, the assignee has an incorporeal hereditament which is an interest in real property.

Where a landowner gives an oil or gas lease, the lessee having the right to go upon the owner's land and drill, the lessee has a profit. If the lease is for a term of years, the profit is deemed a chattel real (personal property). If it is of unlimited duration or for life, it is a freehold estate (real property). (See also Lease.)

The usual type of oil and gas lease on a royalty basis gives the lessee a profit a prendre; i.e., the right to enter upon the land and take oil and gas, but vests in him no interest in the oil and gas until they are developed and reduced to possession.

The above also applies to timber rights.

Oil, mineral and timber leases are the real property of the lessors if their names appear as the recorded owners of the land which is leased.

These leases are held to be personal property if they consist solely of an interest in the royalty on the production of the well, mine, or stand of timber.

An example will help to clarify this: A owns the land and leases it for a term of years to an oil company, reserving as royalty a percentage of the oil or gas produced; he then assigns or sells shares in his interest to B, C, and D. A's interest is considered real property but B's, C's, and D's are held to be personal property.

Oil land subdivisions and leases which are offered for sale in California must be reported to the Real Estate Commissioner. Such reports are on file since 1933. If an accurate description of the land is available, the report can be located through an index maintained by the Los Angeles office of the Real Estate Commission.

Water in its natural state is a part of the land, and therefore, **real property**. When severed from the realty, reduced to possession and placed in containers, it becomes **personal property**. Water diverted into ditches, canals, pipe lines, or reservoirs, to be used for irrigation, is not considered as severed, and remains **real property**. There can be no ownership of the water in a running stream. The party lawfully entitled to the water has a **usufructuary right**, a right to the use only. The recorder's office keeps a record of all notices affecting water rights. (See Irrigation and Water Stock.)

SEPARATE PROPERTY—All property of the husband (or wife) owned by him (or her) before marriage and that acquired afterwards by gift, bequest, devise, or descent, with the rents, issues, and profits thereof, is his (or her) separate property. The wife may without the consent of her husband, convey her separate property.

Unless the husband has conveyed an interest in such property to the spouse it remains the separate property of the husband. (See Community and Separate Property.)

SHALL AND MAY—As used in this Manual, the word "shall" is mandatory and the word "may" is permissive, unless otherwise apparent from the context.

SIGNATURE OR SUBSCRIPTION—Includes mark, when the person cannot write, his name being written near it by a person who writes his own name as a witness; provided, that when a signature is by mark it must, in order that the same may be acknowledged or may serve as the signature to any sworn statement, be witnessed by two persons who must subscribe their own names as witnesses thereto.

SOCIAL SERVICE EXCHANGES—Provide an index to case records of social agencies. Their primary object is to foster coordination in treatment, and planning for the welfare of families and individuals. For this purpose, they act as a confidential clearing bureau, maintaining card indices of names, addresses and pertinent identifying information with respect to case records of families or individuals applying for or receiving assistance or other service from the social agencies or county offices of a community.

Other names by which the exchange is known are Joint Registration Bureau, Registration Bureau, Central Clearing House, Confidential Exchange, and Central Index.

Following are Social Service Exchange terminology definitions:

Clearing is a search made through the exchange or index file following the receipt of a communication by mail or telephone from a member agency, giving identifying information regarding a family or individual, or providing information to supplement or revise or cancel data contained in previously recorded clearings.

Identifying data is a term used to designate information with which the Social Service Exchange works. This information is composed of full names, including surnames and first names of all members of household, and wife's maiden name; addresses; birthplace; date of birth; race or color; occupation; aliases; present and previous marriages of the individual or family; Social Security number; sex; color of each individual; citizenship; disability; employability may also be included if desired.

Inquiry is a communication from a member agency requesting to be informed as to what other agencies have case records concerning an individual or family in whom it is interested, with the understanding that the inquiring agency has a case record of its own.

Information Only is a communication from a member agency requesting to be informed as to what other agencies have case records concerning an individual or family in whom it is interested, with the understanding that the inquiring agency does not have a record of its own.

Re-inquiry is a subsequent inquiry from an agency concerning same individual or family.

Relative inquiry is an inquiry concerning relatives of family in which inquiring agency is interested. The agency requests to be informed as to what agencies may have records concerning relatives. A relative inquiry may or may not be a part of the original inquiry.

Additional information is a follow up from an agency giving more identifying data than was available at first, or informing the exchange of changes in identifying data which have occurred since original inquiry.

Cancellation is a request from an agency to delete from the exchange card record of the fact that the agency has a case record concerning a given individual or family. It is assumed that the agency has either destroyed its case record or decided that information contained therein is of no use to any other agency.

Identification is a term used to describe those inquiries for which a card has been found in the exchange file indicating what agencies have records concerning an individual or family.

Report is the answer the exchange makes to the agency's inquiry.

Notification is an immediate routine notice sent to a member agency to inform it that another agency has inquired about a family or individual whom the exchange card indicates is known to the member agency.

STATE ASSESSED PROPERTY—All property required to be assessed by State Board of Equalization under Sec. 14 of Article XIII of the Constitution and which is subject to local taxation.

RESIDUE—The part of a testator's estate, or of any part thereof, remaining after satisfaction of all debts and previous devises and bequests.

RESTORATION—Formal action granting aid to former recipient of that aid, or on behalf of same child or children, after discontinuance of award for less than 12 months.

REVERSION—The residue of an estate left by operation of law in the grantor or his successors, or in the successors of the testator, commencing in possession on the determination of a particular estate granted or devised. The grant of a life estate or of a term of years, leaves a reversion or right to have the estate revert back to the grantor upon the termination of the particular estate. The person entitled to the reversion is called the reversioner.

ROYALTY—A share in the profit or profits paid to the owner by one who develops or uses the property. Oil or gas royalties are a percentage (or share) of the oil and gas produced. Thus, a landowner who gives an oil or gas lease may reserve a landowner's royalty; i.e., a percentage of the oil and gas produced for himself. (See Real Property.)

SALARIES AND WAGES—Remuneration paid for personal services rendered either on full-time, part-time, daily or hourly basis.

SATISFACTION—Settlement of a claim or demand; discharge of an obligation, as, satisfaction of mortgage. A satisfaction or release of a mortgage is the instrument of release of the mortgage.

SECTION—Means a section of this Manual unless some law or code is specifically mentioned, and "subdivision" means a subdivision of a specific section of this Manual unless designated otherwise; e.g., Sec. 122-10, Subd. D.

SECURITIES—Evidences of debt or of property, as a bond, stock certificate, insurance policy, or other instrument, etc.; a document giving the holder the right to demand and receive property not in his possession.

Listed securities are stocks or other securities entered in the list of those officially admitted to dealings on a stock exchange as having furnished proof of legal existence, title to property, and other essentials of good standing. The same privileges in dealings are accorded to the securities (unlisted securities) not included in the list of an exchange.

Unlisted securities—Not listed; as specifically used with reference to the New York Stock Exchange—admitted to quotation in the unlisted department, that is, admitted to be dealt in on the floor, but not the "regular list."

Unlisted securities are dealt in by many dealers and distributors but satisfactory markets are maintained for but a small percentage of the total number of such securities. There is no official record of unlisted security prices although the better dealers supply newspapers and statistical organizations with quotations on issues in which they are interested. This does not guarantee that they will actually find a buyer or seller at the price quoted. Owners of unlisted securities have little protection in the matter of prices and no fixed standards for the price at which they sell or buy. Frequently, they must sacrifice value when they sell and pay premium prices when they buy.

Stock exchange is a market place for the buying and selling of stocks and bonds. Each exchange establishes rules and regulations both as to the types of securities for which it will provide a market and the specific securities it will admit. The prices of listed securities are recorded on the stock-exchange quotation sheets which are summarized in the daily papers and financial periodicals. Quotations in newspapers do not attempt to include all listed stocks, selected lists only being published ordinarily.

Credit of especially designated types is available to security buyers. A purchaser who finances his operations at a bank usually makes a "collateral loan." If a broker is called upon for financing, the broker borrows from a bank, or through the bank from a corporation and individual. This is also a collateral loan, but is generally known as a "broker's loan." Most broker's loans are callable at the option of the lender, and are therefore spoken of as "call loans."

TRANSFER—Transfer is an act of the parties, or of law, by which title to property (usually realty) or right to possession of is conveyed from one living person to another. A transfer in writing is called a grant, conveyance, or bill of sale.

A voluntary transfer is an executed contract, subject to all rules of law concerning contracts in general; except that a consideration is not necessary to its validity.

In drawing our Civil Code, the codifiers made free use of the word "transfer" to indicate a passing of title to property from one living person to another. It is used in this sense in many sections of the Civil Code, but it is not a word of general use in conveyancing to signify a conveyance of title to property, and outside of this State it cannot be said to have a well-defined technical legal meaning, especially when used as a verb.

TRANSFER OF TITLE—A transfer in writing is called a grant, or conveyance, or bill of sale. A grant takes effect, so as to vest the interest intended to be transferred, only upon its delivery by the grantor. A grant duly executed is presumed to have been delivered at its date. Redelivering a grant of real property to the grantor, or cancelling it, does not operate to retransfer title.

An unrecorded instrument is valid as between the parties thereto and those who have notice thereof.

Transfer of title to or interests in real property by deed, mortgage, or contract is governed by the law of the State where the land is situated.

TREATY NATIONAL—A citizen or subject of a country with which the U. S. has a naturalization treaty containing reciprocal provisions that each country party to the treaty will recognize a person, originally one of its citizens or subjects, to be a citizen or subject of the other upon being duly naturalized therein in accordance with its laws.

TRUST ALLOTMENTS OF INDIANS—The allotment itself is inalienable and not subject to tax so long as title remains in government. It does not belong to the Indian; therefore, title being in the government, the property is not subject to assessment or taxation. There is no authority for county assessor to legally assess such property.

TRUST DEED—See Mortgage, Fiduciary.

TRUST ESTATE—The interest of the beneficiary of a trust of real property is that of an interest in real property.

TRUSTEE—See Mortgage.

VENDEE—Purchaser.

VENDOR—Seller.

WARD—See Guardian and Ward.

WARD INDIANS are (1) Indians living within a definitely established Indian reservation; (2) Indians living on lands the title to which is held in trust for them by the Federal Government.

WATER RIGHTS—See Real Property.

WRITING—Includes printing and typewriting.

How proved: Any writing may be proved either:

1. By anyone who saw the writing executed; or
2. By evidence of the genuineness of the handwriting of the maker; or
3. By a subscribing witness.

WRITING, ALTERED—The party producing a writing as genuine which has been altered, or appears to have been altered, after its execution, in a part material to the question in dispute, shall account for the appearance or alteration. He may show that the alteration was made by another, without his concurrence, or was made with the consent of the parties affected by it, or otherwise properly or innocently made, or that the alteration did not change the meaning or language of the instrument. If he do that, he may give the writing in evidence, but not otherwise.

WRITING, HAND—See Handwriting.

STOCK—The capital of a company or corporation in the form of transferable shares, each of a certain amount (usually \$100); also, often, in the plural, funds or property made up of shares in various corporations or in corporations in general. Such stock is calculated and dealt in only in the shares of a given amount each, a certificate being issued for any desired number of shares. A *share of stock* is the interest which the shareholder has in the corporation. A *certificate of stock* is the evidence of the ownership of the shares represented by it. All stock corporations must issue certificates for shares, when fully paid, which must contain a general statement of the rights, preferences, and restrictions affecting the different classes of shares, and must also state whether the shares are subject to liens, restrictions upon transfer, or the power of assessment. If so provided in the by-laws, certificates may be issued for partly paid shares, which must state the amount remaining unpaid and the terms of payment. When shares are subject to an attachment or execution lien, the corporation may, in its discretion, issue a certificate with the notation that a lien is claimed.

STOCK CERTIFICATE—See Stock.

SUBORDINATION CLAUSE—Provides that a certain mortgage or trust deed (the second lien) shall remain subject to a specified existing mortgage (the first lien) or any renewal or extension thereof. The amount to which it will remain subordinated is usually stipulated. Failure to provide for such a subordination clause has been the cause of many homes being lost.

The owner cannot renew the first or get another first mortgage without the consent of the holder of the second lien.

SUBSCRIPTION—See Signature.

TAX SALE OF PROPERTY—See Property Sold for Delinquent Taxes.

TAX TITLE—See Title, Tax.

TAXATION—The right under which the State levies taxes for its support. Taxes become liens, however, after levy.

TENANCY OR INTEREST IN COMMON—An interest in property owned by several persons, not in joint ownership or partnership. The interest of a tenant in common passes to his heirs by the operation of law or by will; the survivor does not receive the whole title as in the case of a joint tenancy.

TENSE—Present tense includes past and future tenses; and future tense includes the present.

TESTAMENT—An instrument disposing of property after the death of the testator. Will.

TESTATOR—One who makes a testament or will disposing of his own property.

TESTIFY—Every mode of oral statement, under oath or affirmation, is embraced by the term "testify."

TIMBER LEASES AND RIGHTS—See Real Property.

TITLE—The union of all the elements which constitute ownership; the evidence that the owner of land has just and lawful possession of his property. Title is the means whereby the owner of the land has the just possession of his property.

The word "title" normally signifies:

1. Ownership or, when used with the appropriate limiting words, a claim of ownership.
2. The totality of the evidence; i.e., the operative facts which result in such ownership, or on which the claim of ownership is based.

Title, under mortgage, remains with mortgagor until foreclosure sale; then it passes from the mortgagor to the purchaser. The mortgagee only acquires a lien until property is foreclosed. (See Mortgage.)

Title may pass in the following ways:

1. By descent (operation of law);
2. By will;
3. By voluntary alienation (as giving deed, etc.);
4. By involuntary alienation (foreclosure sale, etc.);
5. Prescription, the method by which easements and rights of way are acquired by use;
6. Adverse possession, the method by which land is acquired by possession adverse to the record owner;
7. Occupancy, the taking of land belonging to nobody, with the intention of becoming owner of it (squatting);
8. Escheat, or the reversion of land to the State by the failures of heirs, etc.

Much of the foregoing is also applicable to the title to personal property. Such title may accrue in three ways:

1. By original acquisition (such as by occupancy for a period of time);
2. By transfer by act of law (as under a judgment or under the intestacy laws);
3. By transfer by act of the parties (such as by gift or by contract or sale).

TITLE, TAX—Where land is sold for delinquent taxes, the sale is invalid unless all the proceedings are in strict compliance with the statute. Thus, where a notice of sale is required, it must be given and cannot be waived; and where recordation of a certificate is required, this is also essential to validity. The description in the assessment and deed must be accurate; and a description sufficiently definite for specific performance of a contract may not always be certain enough to justify a tax sale. And if a mistake is made in computation, and the sale is for two cents more or less than is actually due, the purchaser does not secure a valid title. (See also Property Sold for Delinquent Taxes.)

TORRENS LAND TITLE LAW OR ACT which became effective December 19, 1914, aims to eliminate uncertainty in title and prevents adverse possession. Land may be registered if the owner so desires. A decree of court is secured which finally establishes title. Bringing land under Torrens system is a voluntary act, but after registration it cannot be withdrawn.

All mortgages, liens, and other matters affecting title must be registered and entered on the certificate of title.

TORT—Any wrongful act (not involving a breach of contract) for which a civil action will lie; a civil wrong independent of a contract. An offense which is punishable, but for which no one can bring a civil action, is not a tort.

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Culbert L. Olson
Governor

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STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

Sacramento
August 14, 1942

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Honorable Paul Peek
Secretary of State
Room 109, State Capitol
Sacramento, California

FILED
in the office of the Secretary of State
OF THE STATE OF CALIFORNIA

AUG 15 1942

PAUL PEEK, Secretary of State

By *E. E. Silveira* Deputy

IN REPLY PLEASE REFER
TO:

My dear Mr. Peek:

We attach one copy of:

CIRCULAR LETTER NO. 4
Subject: Property and Equipment Survey
Date: August 6, 1942

SUPPLEMENT TO NEW ALLOCATION RATE NOTICE NO. 12
(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 5)
August 10, 1942

This material is submitted to you in accordance with Article 21 of Chapter 3 of Title 1 of Part 3 of the Political Code as amended by Chapter 628, Statutes of 1941, covering rules and regulations of the State Department of Social Welfare, Division of Commodity Distribution.

Very sincerely yours,

MARTHA A. CHICKERING, Director

By

E. E. Silveira
E. E. Silveira
Administrative Assistant

Attach.

STATE DEPARTMENT OF SOCIAL WELFARE

STAMP DISTRIBUTION DIVISION

CIRCULAR LETTER NO. 4

TO: ALL SUPERVISING CASHIER CLERKS
ALL SENIOR CASHIER CLERKS

DATE: August 6, 1942

SUBJECT: PROPERTY AND
EQUIPMENT SURVEY

A survey of property, equipment, and supplies located in Stamp Issuing Offices statewide is being conducted by Mr. Verne E. Gleason of the State Department of Social Welfare, Sacramento.

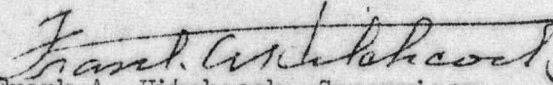
You will please give Mr. Gleason full cooperation in his inventory of furniture, equipment, and supplies in your location and under your custodianship.

After the survey is completed, Mr. Gleason will make recommendations on the furniture and equipment needed in each location. These recommendations will be based on the lesser amount of furniture and equipment that will be needed because of the reduced staff necessary after transition from manual to machine operation is completed.

Your recommendations to Mr. Gleason on needs will include only furniture and equipment to be used by Senior and Assistant Cashier Clerks; for example, one adding machine for each Senior and each Assistant Cashier Clerk, one typewriter for each Senior and each Assistant Cashier Clerk, one desk for each Senior and each Assistant Cashier Clerk, one legal-size 4-drawer steel file for each Stamp Issuing Office, etc.

The above instructions will apply in all Stamp Issuing Offices statewide with the exception of the offices located at 200 Van Ness Avenue, San Francisco, and 139 West Washington Boulevard, Los Angeles. Special instructions will be forwarded to the senior cashiers in these two locations.

MARTHA A. CHICKERING, DIRECTOR


Frank A. Hitchcock, Supervisor
Stamp Distribution Division

DEPARTMENT OF SOCIAL WELFARE
Division of Commodity Distribution

August 10, 1942

SUPPLEMENT TO NEW ALLOCATION RATE NOTICE NO. 12
(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 5)

The method given below is to be used in applying rates of distribution in the allocation of commodities to the School Lunch, Educational, Recreational and Summer Feeding Programs when the number of children to be served meals is not the same for each meal, for example: a program serving breakfast to 50 children, lunch to 100 children and dinner to 30 children.

This method of allocation is to be used for all programs regardless of whether or not the children participating in the meals are entirely different children or the same children.

For such programs serving three meals a day, determine:

1. The number of children eating three meals a day.
2. The number of children eating two meals a day.
3. The number of children eating one meal a day.
4. Allocate commodities as directed in New Allocation Rate Notice No. 12 to Direct Distribution Bulletin No. 5.

In the example cited in the first paragraph of this notice, 30 children eat three meals a day, 20 children eat two meals a day and 50 children eat one meal a day. The allocation is then figured in this manner:

30 children, 3 meals a day - 30 times Schedule A
20 children, 2 meals a day - 20 times $\frac{2}{3}$ of Schedule A
50 children, 1 meal a day - 50 times Schedule H

The total monthly allocation to this program for each commodity is the sum of the three allocation amounts listed above.

For such programs serving two meals a day, determine:

1. The number of children served two meals a day.
2. The number of children served one meal a day.
3. Allocate commodities as directed in New Allocation Rate Notice No. 12 to Direct Distribution Bulletin No. 5.

For example, if the above program served breakfast to 30 children and lunch to 50 children, the allocation would be figured in this manner:

30 children, 2 meals a day - 30 times $\frac{2}{3}$ of Schedule A
20 children, 1 meal a day - 20 times Schedule H

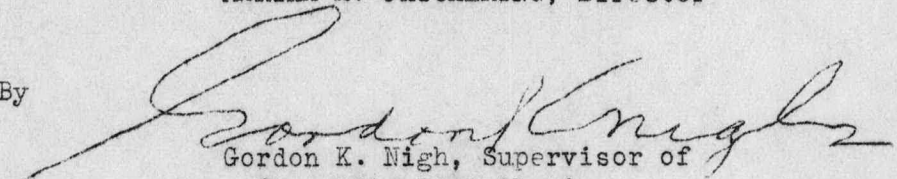
The total allocation to this program for each commodity is the sum of two allocation amounts listed above.

When reporting such programs on the Monthly Report of Caseload Eligible and Caseload Served, Form 441, generally the number of children participating in such a program is the largest number of children eating either breakfast, lunch or dinner daily, as shown on the application. The exception to this occurs in programs in which the application has some appended statement about the children participating, such as "different children eat lunch and dinner," etc. The number of children participating in these exceptions will have to be determined in each case from the data given on the application. (See Direct Distribution Bulletin No. 9, "Accounting and Reporting for Commodities other than W.P.A. Clothing").

Very truly yours,

MARTHA A. CHICKERING, Director

By


Gordon K. Nigh, Supervisor of
Commodity Distribution

Culbert L. Olson
Governor

MAIN OFFICE
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616 K STREET

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

Sacramento
August 18, 1942

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Honorable Paul Peek
Secretary of State
Room 109, State Capitol
Sacramento, California

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BERKELEY

IN REPLY PLEASE REFER

TO:

My dear Mr. Peek:

Attached hereto are three copies of regulations, currently effective, made by the State Department of Social Welfare.

These regulations are filed in accordance with Article 21 of Chapter 3 of Title 1 of Part 3 of the Political Code as amended by Chapter 628, Statutes of 1941.

Very sincerely yours,

Martina A. Chickering

MARTHA A. CHICKERING, Director
Department of Social Welfare

172:786
Attachments

FILED
in the office of the Secretary of State
OF THE STATE OF CALIFORNIA
AUG 19 1942
PAUL PECK, Secretary of State
By *Chris G. [Signature]* Deputy

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GOVERNOR

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

Sacramento
August 14, 1942

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DEPARTMENT BULLETIN NO. 181-F SUPPLEMENT

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

IN REPLY PLEASE REFER
TO:

Subject: Assistance Paid to Dependents of
Detained or Interned Enemy Aliens
Since March 23, 1942, Whose Means
of Livelihood Have Been Disrupted
by Restrictive Orders of the
Department of Justice or the
United States Army.

Under the date of June 17, 1942, you were advised that assistance to dependents of detained or interned enemy aliens would be reimbursed in full from Federal funds effective March 23, 1942. You were further advised that if your county had made any disbursements through the medium of county funds instead of Federal Security Agency disbursing orders to please advise the State Department of Social Welfare immediately for instructions as to the submission of appropriate claims.

We have now been advised that Federal funds will be available to reimburse for all expenditures made through the medium of county funds subsequent to the date of the Presidential Allotment which was February 6, 1942.

Therefore, if your county incurred any expenditures for this type of assistance between the dates of February 6 and March 23, 1942, will you please transmit supplemental claims immediately.

The State Department of Social Welfare will furnish, upon request, the necessary Federal forms and complete detailed instructions on how to prepare and submit the necessary claims.

Very sincerely yours

Marttha A. Chickering
MARTHA A. CHICKERING, Director
Department of Social Welfare

(Authority: Sections 113 and 120,
Welfare and Institutions
Code)

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GOVERNOR

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

Sacramento
August 12, 1942

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DEPARTMENT BULLETIN NO. 193A

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

IN REPLY PLEASE REFER
TO:

Subject: All Needy German Nationals
May Receive Aid Through
Swiss Legation

Bulletin No. 181 described the program for making assistance from the President's allocation available to aliens of enemy nationalities whose need arose as the result of Department of Justice orders establishing prohibited zones from which aliens were excluded.

Bulletin No. 191 outlined two additional programs and added to those in the enemy alien group, the dependents of interned or detained enemy aliens. It was pointed out that assistance to them could be given through the Federal disbursing procedure or as county indigent aid with the expectation of later reimbursement. Bulletin No. 193 advised that the Swiss Consulate was ready to grant aid from funds obtained from Germany to those German Nationals who were affected by prohibitive or restrictive orders or who were dependents of interned German Nationals.

It is now known that all German Nationals who can provide proof of German citizenship and who are in need may receive financial assistance through the Swiss Consulate. There are, therefore, three sources of assistance for German Nationals--aid through the Swiss Legation, aid for enemy aliens from Federal funds, and those forms of assistance that are regularly provided for residents of a state or county. For those German Nationals, then, who do not wish to accept money from the German government, with which this country is at war, there are two possible alternatives:

1. Assistance from the enemy alien fund when dependence is due to orders of the War Department or of the Department of Justice and including detainment and internment.
2. Assistance from county indigent funds for German Nationals and their dependents not eligible to receive enemy alien funds. Such assistance is not reimbursable from any Federal funds.

In those cases referred by the Swiss Consul the welfare agency may assume willingness to accept money from the German government has been established and need not explore this factor unless the family raise specific questions. During the current review of cases that are aided by the enemy alien program, there may be those who will express a preference or desire to receive assistance through the Swiss Consul.

In some families referred it will be found that funds from two sources will be used. The members of the family who are German citizens will receive their portion of the assistance through the Swiss Consulate; the American born dependents, being United States citizens, will be aided possibly from the enemy alien fund.

When it becomes necessary to advance from county indigent funds or on a Federal disbursing order (enemy alien funds) to German Nationals choosing to receive aid through the Swiss Consulate, reimbursement for the amount advanced may be later requested through the Swiss Consulate. For instructions on administrative expense see Bulletin 200.

The service undertaken by the Swiss Consul is a reciprocal one for our Nationals in Germany as well as for the German Nationals here. In discussions on the subject it is well to keep in mind the delicate international relationship involved and to make certain that the nature and kind of assistance recommended would be in keeping with what we would desire our citizens in other countries to receive.

It would appear to be against sound policy to refer cases of German citizens being provided assistance or applying for assistance who are eligible under the regular programs of the State agencies unless they voluntarily prefer to receive assistance from the German government through the Swiss Legation. It has not been contemplated that many such referrals will be made.

In addition to instructions of Bulletin 193, on administration, it is requested that in all referrals a social data report form be made out and a social history submitted.

In budgeting for family groups, it is important to set forth an itemized budget and to recommend that the share which had been determined to be that for the German citizen members of the household be clearly stated. Those members of the family who are of United States birth and citizenship would be aided either by the enemy alien or county indigent funds, unless there were other resources.

When the needs of the applicant are other than fit into the pattern of a current monthly budget, but which good social planning would indicate granting, the recommendation could be so worded as to leave final decision on unusual items to the Swiss Consul. Examples of such items might be: payments on necessary household articles, debts for living expenses, medical care.

Current expense for medical and hospital care, as well as for the other needs, may be met through this program.

In many of these cases, service from a social agency is greatly needed, and the State Department of Social Welfare requests that records of such services as are given be carefully kept.

Very sincerely yours

Martha A. Chickering

MARTHA A. CHICKERING, Director
Department of Social Welfare

(Authority: Sec. 113 and 120
Welfare and Institutions
Code)

RECEIVED
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE
WASHINGTON, D. C. 20535
OCT 10 1964
JAN 10 1965

TO : DIRECTOR, FBI
FROM : SAC, NEW YORK (100-100000)
SUBJECT: [Illegible]
RE: [Illegible]
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Gulbert L. Olson
Governor

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

Sacramento

August 14, 1942

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DEPARTMENT BULLETIN NO. 195

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

IN REPLY PLEASE REFER
TO:

Subject: Civilian Welfare -
Injured Civilian Defense Workers

As previously pointed out in Bulletin No. 191, Federal funds are available for "Civilian distress resulting from enemy attack or danger thereof or from action to meet such attack or danger." This is held to include air raid wardens and other unpaid workers on official duty in connection with the office of Civilian Defense.

This program consists of two separate parts which are handled as follows:

1. Medical care to injured civilian defense workers

The U. S. Public Health Service provides emergency medical and hospital service to civilian defense workers injured while on official duty, either through its designated federal hospitals or other private or public hospitals and private doctors. This covers injuries received during officially called blackouts resulting either from enemy action or the possibility of enemy action. Under its present policy the U. S. Public Health Service will not pay for medical care for those injured during practice blackouts or in the conduct of various types of instruction carried on as a measure of preparedness. When persons on official duty are injured during a blackout a report should be sent immediately to Dr. W. T. Harrison, U. S. Public Health Service, 1223 Flood Building, San Francisco.

County welfare departments have brought to the attention of the State Department of Social Welfare a number of instances where the injured persons have paid their own bills or care has been given by public clinics or hospitals. To secure reimbursement such cases may be presented to Dr. Harrison for review, and the points covered must establish (1) the official capacity of the injured person (2) verification of the fact that the injury occurred during an official blackout in the conduct of official duty (3) that the injury was clearly connected with such action and (4) that medical care for which reimbursement is being requested was given by a licensed physician and surgeon and the other related services by properly qualified technicians.

Remuneration for medical and hospital care will be based on the scale in use by the Veteran's Bureau.

2. Assistance to families of injured civilian defense workers

The Federal Security Agency fund will be used to assist families in caring for their needs during the period in which income is interrupted because of the injury of a member of the family while on official duty as a civilian defense worker during an officially called blackout. Assistance may be granted by the county welfare department in accordance with the provisions of Bulletin 181.

If assistance has already been granted from other funds, such as county indigent funds or private agency funds, reimbursement may be requested in accordance with AA Instructions 3, issued 7-1-42.

While temporary assistance under this program is granted on the basis of established budgetary need, it is expected that it will be on a basis related to the present standard of living. Allowance for loss of salary cannot be granted. Exhaustion of all resources (e.g. bank accounts, insurance, etc.) will not be required as the objective of the program is to conserve morale and restore the individual to his normal living arrangements as soon as possible.

Medical care for members of the family, other than the civilian defense worker, may be considered as part of the requirements of the family. Also, consideration may be given to accumulated bills and obligations incurred due to interruption of income because of the injury.

Very sincerely yours

Martina A. Chickering

MARTHA A. CHICKERING, Director
Department of Social Welfare

(Authority: Sections 113 and 120, Welfare and Institutions Code)

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Culbert L. Olson
Governor

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

Sacramento
August 24, 1942

Honorable Paul Peek
Secretary of State
Room 109, State Capitol
Sacramento, California

FILED
in the office of the Secretary of State
OF THE STATE OF CALIFORNIA

AUG 24 1942

PAUL PEEK, Secretary of State

By *[Signature]*
Deputy

My dear Mr. Peek:

We attach one copy of:

ADDENDUM NO. 1 TO DIRECT DISTRIBUTION BULLETIN NO. 4
(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 4)
August 13, 1942
ADMINISTRATIVE BULLETIN NO. 9
Subject: Change of Address
August 14, 1942
CIRCULAR LETTER NO. 5
Subject: Property Inventories
August 12, 1942
CIRCULAR LETTER NO. 6
Subject: Division of Financial Administration Property
and Equipment Inventory
August 15, 1942
CIRCULAR LETTER NO. 7
Subject: Stamp Issuing Office Identification by number
August 17, 1942
CIRCULAR LETTER NO. 8
Subject: WPA Equipment Claims
August 17, 1942
OFFICE MEMORANDUM NO. 6
Subject: Primary Election, August 25, 1942
August 12, 1942

This material is submitted to you in accordance with Article 21 of Chapter 3 of Title 1 of Part 3 of the Political Code as amended by Chapter 628, Statutes of 1941, covering rules and regulations of the State Department of Social Welfare, Division of Commodity Distribution.

Very sincerely yours,
MARTHA A. CHICKERING, Director

By

[Signature]
E. E. Silveira
Administrative Assistant

Attach.

SOCIAL WELFARE BOARD
ARCHIBALD B. YOUNG, CHAIRMAN
808 S. SAN RAFAEL AVENUE
PASADENA
MRS. MARY E. BARKWILL
ROUTE 1, BOX 55
LINDSAY
MELVYN DOUGLAS
9484 WILSHIRE BOULEVARD
BEVERLY HILLS
MRS. T. G. EMMONS
POST OFFICE BOX 12
SALINAS
ERWIN M. HIRSCHFELDER
250 FRONT STREET
SAN FRANCISCO
BEN KOENIG
1680 NORTH VINE STREET
LOS ANGELES
J. STITT WILSON
1745 HIGHLAND PLACE
BERKELEY

IN REPLY PLEASE REFER
TO:

DEPARTMENT OF SOCIAL WELFARE
Division of Commodity Distribution

August 13, 1942

ADDENDUM NO. 1 TO DIRECT DISTRIBUTION BULLETIN NO. 4
(To be attached to DIRECT DISTRIBUTION BULLETIN NO. 4)

The following is a clarification of instructions given in Paragraph 4, Section B, pages 4 and 5, of DIRECT DISTRIBUTION BULLETIN NO. 4, "Certification," and refers only to the preparation of School Lunch Application, Form DD 627.

- Name of School Enter proper name of school.
- Date Enter date application is signed by the sponsor's representative.
- Address Enter mailing address of school. If necessary, use reverse side of form to give instructions for location of school and to show delivery address if different from school address.
- Item 2A Designate by check mark type of school. If a school is classified in more than one category, such as a combined elementary and Junior High School, check all the applicable types. The space captioned "Consolidated" is to be left blank.
- Item 2B Designate by check mark whether public, parochial or private.
- Item 3 Enter the number of children under 18 years of age enrolled on the date the application is signed by the sponsor's representative.
- Item 4 Enter the number of children under 18 years of age eating in the lunch room daily. For "Fruit Only" programs enter only the letters "F.O."
- Item 5 Enter the number of undernourished and/or underprivileged children under 18 years of age eating in the lunch room daily. This includes those eating in the lunch room who bring their lunch from home and do not participate in the program. For "Fruit Only" programs enter only the letters "F.O."
- Item 6 Enter the number of undernourished and/or underprivileged children under 18 years of age who will be served daily in this program.

Item 7

Enter the number in Item 6 who will be served breakfast, lunch or dinner. The space captioned "Other (specify)" shall be for "Fruit Only" programs to indicate the number of children served.

Item 8

Enter the method employed to determine the underprivileged and/or undernourished children in this school.

Signature

Enter his signature as the person authorized to sign the application on behalf of the sponsor.

Eligibility
Determined

Enter his signature to indicate that he has reviewed the application and determines the school eligible to receive commodities. Food deliveries, however, shall not be made until the school is certified to receive commodities by the Supervisor of Commodity Distribution.

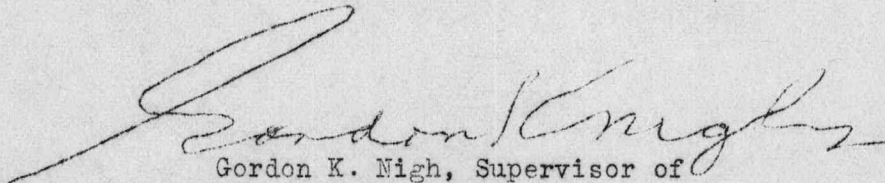
WPA
Assistance

Check "yes" or "no" to indicate whether WPA help is used in the School Lunch Program.

Very truly yours

MARTHA A. CHICKERING, Director

By


Gordon K. Nigh, Supervisor of
Commodity Distribution

STATE DEPARTMENT OF SOCIAL WELFARE

STAMP DISTRIBUTION DIVISION

ADMINISTRATIVE BULLETIN NO. 9

TO: ALL STAMP ISSUING OFFICES

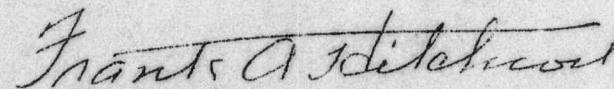
DATE: August 14, 1942

SUBJECT: CHANGE OF ADDRESS

The Compton Stamp Issuing Office has been moved from 201 North Tamarind Street, Compton, to 105 East Palmer Avenue, Compton.

Please route all mail intended for the Compton Stamp Issuing Office to this new address.

MARTHA A. CHICKERING, DIRECTOR

A handwritten signature in cursive script, reading "Frank A. Hitchcock".

Frank A. Hitchcock, Supervisor
Stamp Distribution Division

STATE DEPARTMENT OF SOCIAL WELFARE

STAMP DISTRIBUTION DIVISION

CIRCULAR LETTER NO. 5

TO: ALL PROPERTY CUSTODIANS
STAMP DISTRIBUTION DIVISION

DATE: August 12, 1942

SUBJECT: PROPERTY INVENTORIES

The Division of Financial Administration's reconciliation of furniture and equipment inventories submitted by the State Department of Social Welfare, Stamp Distribution Division Property Custodians discloses numerous discrepancies between the inventories presented by the Department of Finance covering the agency's accountability for equipment received by the Stamp Distribution Division from the State Relief Administration.

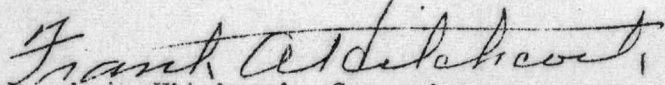
All of the discrepancies between the two inventories are shown on the attached lists. All Stamp Distribution Division Property Custodians shall check the attached list of missing items against the complement of furniture and equipment carried under their custodianship. This check must be accomplished by an actual survey of the property and equipment at each Stamp Issuing Office or storage location.

If any of the missing equipment is located, the Property Custodian shall show the location of the equipment in Column 3 and shall place his signature in Column 4 to evidence acknowledgement of custodianship.

Upon completion of the check, Property Custodians shall return the original and duplicate copy of the list attached to the Office of the Supervisor, Stamp Distribution Division, 311 South Spring, Room 1208, Los Angeles. The triplicate copy will be retained for the Property Custodian's files. If no missing items are located, return the original and duplicate copy of the attached list with notation, "No missing items located."

The attached list must be returned to the Supervisor, Stamp Distribution Division, not later than August 20, 1942.

MARTHA A. CHICKERING, DIRECTOR


Frank A. Hitchcock, Supervisor
Stamp Distribution Division

CALIFORNIA STATE DEPARTMENT OF SOCIAL WELFARE
STAMP DISTRIBUTION DIVISION

REPORT OF LOCATION OF MISSING EQUIPMENT

Office _____

Property Custodian _____

1. <u>DESCRIPTION OF ITEM</u>	2. <u>IDENTIFICATION NUMBER</u>	3. <u>LOCATION</u> <u>ADDRESS</u> <u>CITY</u>	4. <u>SIGNATURE OF PROPERTY CUSTODIAN</u>
<u>BOX, CASH</u>			
Steel, 12" x 14" x 5"	77457		
Steel	No number		
<u>CAGES, CASHIER</u>			
6'10" x 4'7" with door	77837		
<u>CALCULATOR</u>			
"Monroc" Electric	196283-LA 160X		
<u>CHAIRS</u>			
Side oak	ERA 1812		
Side oak	ERA 1838		
Straight oak, no arms	ERA 2623		
Straight pine H/M	ERA 2801		
Straight Pine H/M	ERA 2805		
Straight Pine	ERA 2816		

1. DESCRIPTION OF ITEM	2. IDENTIFICATION NUMBER	3. LOCATION ADDRESS CITY	4. SIGNATURE OF PROPERTY CUSTODIAN
Straight Pine	ERA 2859		
Straight Pine	ERA 2905		
Straight Oak	ERA 2940		
Side Oak	ERA 2952		
Straight Pine	ERA 2996		
Straight Oak	ERA 14938		
Swivel, with arms	17807		
Side, Folding	SERA 22095		
Side, Straight Back, Oak, no arms	SRA 30159		
Side, Walnut	SRA 30160		
Side, Straight Back, Oak	SRA 42070		
Side, Straight Back, Oak	SRA 83675		
Posture, Steel, Upholstered	No Number		
<u>COSTUMERS</u>			
Pine	SRA 27005		
<u>COUNTERS</u>			
Pine, Masonite Top, 2' x 6'	SRA 44306		
Pine, Masonite Top, 2' x 6'	SRA 75554		
Pine, Masonite Top, 2' x 6'	SRA 75559		

1. <u>DESCRIPTION OF ITEM</u>	2. <u>IDENTIFICATION NUMBER</u>	3. <u>LOCATION</u> <u>ADDRESS</u> <u>CITY</u>	4. <u>SIGNATURE OF PROPERTY CUSTODIAN</u>
Pine, Masonite Top, 2' x 6'	SRA 76083		
Pine, Masonite Top, 2' x 6'	SRA 79706		
Pine, Masonite Top, 2' x 6'	SRA 79707		
Pine, Masonite Top, 2' x 6'	SRA 79708		
Pine, Masonite Top, 2' x 6'	SRA 80154		
Pine, Masonite Top, 2' x 6'	SRA 80589		
Pine, 3' x 13'	No Number		
Pine, 3' x 13'	No Number		
<u>DICTAPHONE TRANSCRIBERS</u>			
Hoodstyle	357010		
Hoodstyle	357067		
<u>DUPLICATOR</u>			
With Stand, Model 50805	SRA 35114		
<u>ANS</u>			
"Wagner," Electric	62602		
"Century," 8" - Model 331	LT 67		
<u>FILES</u>			
Steel, 4 drawer, legal	SRA 32585		

1. <u>DESCRIPTION OF ITEM</u>	2. <u>IDENTIFICATION NUMBER</u>	3. <u>LOCATION</u> <u>ADDRESS</u> <u>CITY</u>	4. <u>SIGNATURE OF PROPERTY CUSTODIAN</u>
<u>LAMPS</u>			
Desk, Bronze	SRA 40616		
Violet Ray, 19" high	8819-C		
<u>LINE-A-TIME</u>			
20"	244054-20		
20"	245433		
12"	246285		
12"	246891		
"Error" ? No. 12	53133		
<u>MAIL EQUIPMENT</u>			
Scales, Postal "Superior" - 4#	ERA 22083		
Sealer, Model R	37480		
Mailing Machine "Pitney Bowes"	201790		
<u>MIMEOGRAPH STAND</u>			
For Mimeograph Model #148	40130		
<u>PADS</u>			
Utility for carpet fibre	SRA 41686		
<u>PAPER CUTTERS</u>			
12"	No Number		

1. <u>DESCRIPTION OF ITEM</u>	2. <u>IDENTIFICATION NUMBER</u>	3. <u>LOCATION</u> <u>ADDRESS</u> <u>CITY</u>	4. <u>SIGNATURE OF PROPERTY CUSTODIAN</u>
Wrapping Paper Roll, 36"	40167		
<u>PLATFORM</u>			
Dolly, Pine, 34" x 69" - 4 Rubber Castors	77631		
<u>SAFES</u>			
"Cary," 16" x 18" x 48" (inside)	36140		
"Mosler," 16" x 14" x 30" (inside)	45590		
"Mosler," 16" x 14" x 30" (inside)	359431		
"Mosler," Safe Cabinet	20926		
<u>SEALERS, MONEY BAG</u>			
"Brooks" Die No. 2			
"Brooks" Die No. 8			
"Brooks" Die No. 16			
<u>STOOLS</u>			
Inc, Home-made, 33"	No Number		
<u>T SQUARES</u>			
"Star" - 42"	8819-C		
<u>TABLES</u>			
60", 2 drawers, Mahogany	SRA 30277		
Typewriter, Stained Oak	SRA 37488		

1. <u>DESCRIPTION OF ITEMS</u>	2. <u>IDENTIFICATION NUMBER</u>	3. <u>LOCATION</u> <u>ADDRESS</u> <u>CITY</u>	4. <u>SIGNATURE OF PROPERTY CUSTODIAN</u>
Flat Top, 24" x 28" x 6"	SRA 38363		
Typewriter, 42" Pine	SRA 39752		
Pine, Home-made, 42"	SRA 43287		
Pine, Home-made, 42"	SRA 76489		
<u>TIME STAMPS</u>			
"Stromberg," Automatic Model T-12	14641		
<u>TYPEWRITERS</u>			
"Remington," Noiseless, Elite	430040-X 10A		
"Remington," Noiseless, Elite	432520-X 10A		
"Woodstock"	506607		
"Underwood"	2266724		
"Underwood"	2411644		
"Underwood"	2412883		
"Underwood"	4251848		
"Underwood"	4304822		

STATE DEPARTMENT OF SOCIAL WELFARE

STAMP DISTRIBUTION DIVISION

TO: ALL PROPERTY CUSTODIANS
SUPERVISING CASHIER CLERKS

CIRCULAR LETTER NO. 6

DATE: August 15, 1942

SUBJECT: DIVISION OF FINANCIAL
ADMINISTRATION PROPERTY
AND EQUIPMENT INVENTORY

At the request of the Director of Social Welfare, the Division of Financial Administration will take physical inventories of equipment in all warehouses, stamp issuing offices and other SAA locations throughout the State. These physical inventories will begin on August 18, 1942, under the direction of Mr. C. E. Mulder of the Division of Financial Administration.

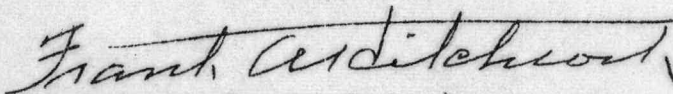
Effective August 18, 1942, and continuing through the date on which representatives of the Division of Financial Administration will visit your location, no equipment is to be transferred to other locations without first obtaining clearance from the Division of Financial Administration. If it is found necessary to transfer equipment during the above indicated period, requests for clearance should be addressed directly to:

C. E. Mulder
Division of Financial Administration
State Department of Social Welfare
616 K Street
Sacramento, California

A copy of such a request for clearance should be sent to your immediate supervisor. In case of emergency, clearance may be requested by teletype.

You are hereby instructed to lend all possible cooperation to the Division of Financial Administration and its representatives.

MARTHA A. CHICKERING, DIRECTOR


Frank A. Hitchcock, Supervisor
Stamp Distribution Division

STATE DEPARTMENT OF SOCIAL WELFARE
COMMODITY STAMP DISTRIBUTION

Circular Letter No. 7

TO: Supervising Cashier-Clerks
Senior Cashier-Clerks
Assistant Cashier-Clerks

DATE: August 17, 1942

SUBJECT: Stamp Issuing Office
Identification by number.

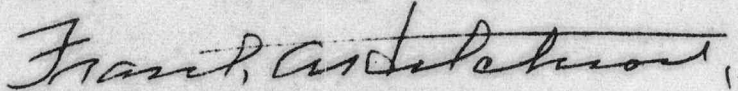
Please refer to Administrative Bulletin #8.

Our attention has been called to the continued use of old numbers in some of the Los Angeles County Stamp Issuing Offices and the absence of numbers on reports being received from other Stamp Issuing Offices.

Beginning at once, all Agricultural Marketing Administration reports, State Department of Social Welfare reports, and bank deposit slips must show in addition to the street address and the city the Stamp Issuing Office number that appears opposite the office location in Administrative Bulletin #8.

These instructions apply to Stamp Issuing Offices state-wide.

MARTHA A. CHICKERING, DIRECTOR

A handwritten signature in cursive script, appearing to read "Frank A. Hitchcock", written over a horizontal line.

Frank A. Hitchcock, Supervisor
Commodity Stamp Distribution

STATE DEPARTMENT OF SOCIAL WELFARE

COMMODITY STAMP DISTRIBUTION

Circular Letter No. 8

TO: Supervising Cashier-Clerks
Senior Cashier-Clerks

DATE: August 17, 1942

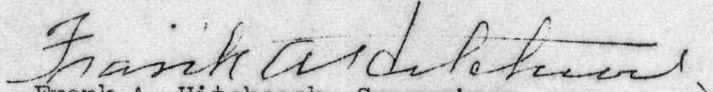
SUBJECT: WPA Equipment Claims

As the W.P.A. withdraws from the various Stamp Issuing Offices, they will undoubtedly claim any property which they may happen to have in such locations.

Any property or equipment now in Stamp Issuing Offices claimed by the W.P.A. must not be released to them before first clearing with Mrs. Mellie C. Ford, Departmental Accounting Officer, 616 K Street, Sacramento.

After it has been determined by the Departmental Accounting Officer that the claimed property belongs to the W.P.A. and you have been so advised, property may then be turned over to them provided it is listed on Form 158, Property Transfer, and signed by a responsible administrative person from the WPA.

MARTHA A. CHICKERING, DIRECTOR


Frank A. Hitchcock, Supervisor
Commodity Stamp Distribution

STATE DEPARTMENT OF SOCIAL WELFARE
COMMODITY STAMP DISTRIBUTION

OFFICE MEMORANDUM NO. 6

TO: ALL STAMP ISSUING OFFICES

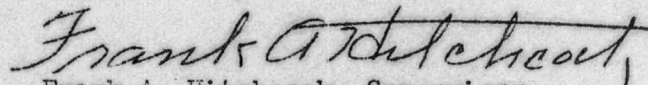
DATE: August 12, 1942

SUBJECT: PRIMARY ELECTION
August 25, 1942

All Stamp Issuing Offices will be closed Primary Election Day,
Tuesday, August 25, 1942.

Please post an appropriate notice in the Stamp Issuing Office to
inform participants that they will be unable to make purchases
on August 25, 1942.

MARTHA A. CHICKERING, DIRECTOR



Frank A. Hitchcock, Supervisor
Commodity Stamp Distribution

Culbert L. Olson
Governor

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET ST.

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

Sacramento
August 31, 1942

Honorable Paul Peek
Secretary of State
Room 109, State Capitol
Sacramento, California

SOCIAL WELFARE BOARD
ARCHIBALD B. YOUNG, CHAIRMAN
808 S. SAN RAFAEL AVENUE
PASADENA

MRS. MARY E. BARKWILL
ROUTE 1, BOX 55
LINDSAY

MELVYN DOUGLAS
9484 WILSHIRE BOULEVARD
BEVERLY HILLS

MRS. T. G. EMMONS
POST OFFICE BOX 12
SALINAS

ERWIN M. HIRSCHFELDER
250 FRONT STREET
SAN FRANCISCO

BEN KOENIG
1680 NORTH VINE STREET
LOS ANGELES

J. STITT WILSON
1745 HIGHLAND PLACE
BERKELEY

IN REPLY PLEASE REFER

TO:

My dear Mr. Peek:

Attached hereto are three copies of regulation, currently effective, made by the State Department of Social Welfare.

This regulation is filed in accordance with Article 21 of Chapter 3 of Title 1 of Part 3 of the Political Code as amended by Chapter 628, Statutes of 1941.

Very sincerely yours,

Martina A. Chickering

MARTHA A. CHICKERING, Director
Department of Social Welfare

172:786
Attachments

FILED

in the office of the Secretary of State
OF THE STATE OF CALIFORNIA

SEP 1 - 1942

PAUL PEEK, Secretary of State

By *[Signature]*
Deputy

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET ST

Culbert L. Olson
Governor

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

Sacramento
August 19, 1942

SOCIAL WELFARE BOARD
ARCHIBALD B. YOUNG, CHAIRMAN
808 S. SAN RAFAEL AVENUE
PASADENA
MRS. MARY E. BARKWILL
ROUTE 1, BOX 55
LINDSAY
MELVYN DOUGLAS
9484 WILSHIRE BOULEVARD
BEVERLY HILLS
MRS. T. G. EMMONS
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BEN KOENIG
1680 NORTH VINE STREET
LOS ANGELES
J. STITT WILSON
1745 HIGHLAND PLACE
BERKELEY

DEPARTMENT BULLETIN NO. 191-Supplement A

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

IN REPLY PLEASE REFER
TO:

Subject: Civilian Assistance May Be
Granted to Persons in the
United States Whose Incomes
From Other Theatres of War
Such as France and Belgium
Have Stopped.

Bulletin 191-Supplement pointed out that civilian war aid had been extended to include an additional group of persons who were in need because of enemy action; namely, those in need as a result of deprivation of income which they have been previously receiving from investments in Philippine industries.

This statement has been amplified by action of the Social Security Board. It has been decided that persons living in the United States whose income from any other theatre of war, such as France, Belgium, etc., has been cut off and who are in need, may also be aided from civilian assistance funds.

The State Department of Social Welfare will greatly appreciate receiving detailed information on any applications made by persons in this category, as future planning will be based on these findings.

Very sincerely yours

Marttha A. Chickering

MARTHA A. CHICKERING, Director
Department of Social Welfare

Authority: Sec. 113 and 120,
Welfare and Institutions Code

Culbert L. Olson
Governor

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET ST.

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

Sacramento
September 1, 1942

SOCIAL WELFARE BOARD
ARCHIBALD B. YOUNG, CHAIRMAN
808 S. SAN RAFAEL AVENUE
PASADENA

MRS. MARY E. BARKWILL
ROUTE 1, BOX 55
LINDSAY

MELVYN DOUGLAS
9484 WILSHIRE BOULEVARD
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J. STITT WILSON
1745 HIGHLAND PLACE
BERKELEY

Honorable Paul Peek
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER
TO:

Dear Mr. Peek:

Attached are three copies of regulations,
currently effective, made by the State Department of
Social Welfare.

These regulations are filed in accordance with
Article 21 of Chapter 3 of Title 1 of Part 3 of the Political
Code as amended by Chapter 628, Statutes of 1941.

Very sincerely yours,

Martha A. Chickering
MARTHA A. CHICKERING, Director
Department of Social Welfare 2300

277:875
Attachments

FILED
in the office of the Secretary of State
OF THE STATE OF CALIFORNIA

SEP 2 - 1942
PAUL PEEK, Secretary of State
By *Chris [signature]* Deputy

MAIN OFFICE
SACRAMENTO
515 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWY'S BUILDING
995 MARKET ST.

Culbert L. Olson
Governor

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

Sacramento
August 26, 1942

SOCIAL WELFARE BOARD
ARCHIBALD B. YOUNG, CHAIRMAN
908 S. SAN RAFAEL AVENUE
PASADENA

MRS. MARY E. BARKWILL
ROUTE 1, BOX 55
LINDSAY

MELVYN DOUGLAS
5484 WILSHIRE BOULEVARD
BEVERLY HILLS

MRS. T. G. EMMONS
POST OFFICE BOX 12
SALINAS

ERWIN M. HIRSCHFELDER
230 FRONT STREET
SAN FRANCISCO

BEN KOENIG
1680 NORTH VINE STREET
LOS ANGELES

J. STITT WILSON
1745 HIGHLAND PLACE
BERKELEY

MANUAL LETTER NO. 26

IN REPLY PLEASE REFER

TO: 1297

You receive herewith a chapter on Child Welfare Services; Welfare Personnel Standards, Revisions 20 and 24 (Revisions 21, 22, and 23 of this chapter were sent to you with Manual Letter No. 25); General Provisions, Revision 10; Residence, Revision 24; Applications, Revision 3; and Fair Hearing, Revision 2. This material is to be entered in your copy of the Manual of Policies and Procedures, and the revision numbers are to be canceled on the separators for the revised chapters.

These additions and revisions were adopted by the SSWB on July 22, 1942, and become effective immediately. All actions of boards of supervisors on Applications and Notices of Change 90 days or later from the date of issuance of these revisions shall be in accord with them.

Your attention is directed particularly to the following sections:

Sec. 071-20 is an addition of a new paragraph providing for special salary adjustments.

Sec. 071-85 provides for waiving of residence qualifications by the SSWB in certain examinations.

Sec. 102-70 covers the confidential nature of records. (AGO NS 4396, 6-22-42)

Sec. 124-28 is an addition covering residence on Federal Reservation, Housing Project, etc. (AGO NS 4278, 5-4-42)

Sec. 210-00 sets forth the policy to be followed when an application has been denied in error.

Sec. 325-75 revises the section regarding the payment of retroactive aid. (AGO NS 4281, 5-7-42)

Sec. 800-55 has the wording of Section C changed slightly for clarification.

Statements contained in the Manual take precedence over the same material previously released in bulletins.

071-00 Sec. 071-00 Establishment of Compensation Plan**WPS**

The SSWB shall adopt a comprehensive compensation plan for all classes of positions. The plan shall include salary schedules for the various classes with salary of each class consistent with responsibility and difficulty of work as outlined in job specifications and shall be based on the principle that like salaries shall be paid for comparable duties and responsibilities in like counties. With the restriction of Sec. 071-20, Salary Advancements, such compensation plan shall include, for each class of position, a minimum and a maximum rate, and intermediate rates to provide for steps in salary advancement without change of duty in recognition of meritorious service. In arriving at such salary ranges there shall be taken into consideration the advice and suggestions of appointing authorities and county officials, county ordinances or other laws, and prevailing rates of pay in other public employment and in private business, and the current cost of living.

071-10 Sec. 071-10 Adoption of Compensation Plan**WPS**

The proposed compensation plan, or any changes therein, shall be submitted to the SSWB for its consideration, approval and formal adoption. Salary ranges for classes of positions shall be amended or abolished in same manner as they are adopted.

071-15 Sec. 071-15 Administration of Compensation Plan**WPS**

When the compensation plan has become effective through its adoption, it shall constitute the official schedule of salaries for all classes of positions in the county agencies. All salaries shall conform to the approved compensation plan and shall be at one of the salary levels for the class. Entrance salary for any employee shall be at minimum salary for the class to which he is appointed, except that, when circumstances warrant, in cases of original appointment, transfers, promotions, or reinstatements, upon recommendation of appointing authority, the SDSW may approve payment of a salary higher than minimum rate for the class, provided that it is at one of the intermediate rates or at maximum rate, but not in excess of maximum rate for the class. In cases of original appointment, appointment may be made at the rate nearest employee's salary prior to his appointment but within the range for the class to which he is appointed.

An employee who is promoted shall have his salary raised to at least the initial rate of pay for his new class. In event his present salary falls within the range for his new class, no change in his existing rate shall be made at time of promotion.

An employee who is demoted shall have his salary reduced to at least the maximum rate for his new class.

An employee who is transferred to a position in a class with same entrance salary shall be paid at his present rate, or at next higher rate in case there is not exact conformity between the two intervening rates in salary ranges of the classes.

If a former employee is reinstated in same position previously held or to one carrying a similar salary range, his salary shall not be higher than his salary at time of his separation, unless there has been an increase within the salary range.

An employee who, on the effective date of the compensation plan, is occupying a position for which the salary is in excess of the maximum of the salary range chosen by the county appointing authority; i.e., either the master pay range or the supplemental pay range, may be permitted to retain the salary in excess of the maximum during the period of his employment. However, when this position is vacated, it shall be filled at a salary in accordance with the provisions of this section.

071-20 Sec. 071-20 Salary Advancements**WPS**

Salary advancements within an established range shall not be automatic but shall be dependent upon the specific recommendation of the appointing authority and shall be based upon standards of performance as indicated by seniority and service ratings or other pertinent data.

No advancements in salary shall be made until employee has completed probationary period or has attained permanent status except as provided in Sec. 074-70, Promotion During Probation.

No salary advancements shall be made for any one employee at intervals of less than six months. Regular annual or semi-annual periods following the filing of service ratings of employees shall be established for review of all employee records for the purpose of salary advancements; and salary advancements which are recommended may be made at those periods.

In cases of emergency or in cases of exceptionally meritorious service, special salary adjustments of more than one step in the range or at less than six months' intervals may be permitted upon the request of the appointing authority and with the written approval of the SDSW, provided that such salary adjustments are made within the salary range for the class.

071-50 Sec. 071-50 Character of Examinations**WPS**

Examinations may be written, or written and oral, or in the form of a practical demonstration of skill and ability or any combination of these. Any investigation of education, experience, character, or identity, and any test of technical knowledge, manual skill, or physical and mental fitness which, in the judgment of the examining agency, serve to this end, may be employed.

Examinations shall be practical in nature, and shall be constructed to reveal the capacity of the applicant for the particular position for which he is competing as well as his general background and related knowledge. Examinations shall be rated objectively. In the construction of examinations for positions involving important technical functions, the examining agency shall consult with the SDSW and specialists in the various subject matter fields, such specialists selected with the advice of the SDSW.

071-55 Sec. 071-55 Types of Examinations**WPS**

Examinations shall be of two types: (a) qualifying and (b) competitive, consisting of open competitive and promotional.

Qualifying examinations shall be open to the personnel of county agencies who have been continuously employed since a date prior to January 1, 1940. Each such person shall take the examination for the class to which his position is allocated by the SSWB and must attain the required standard of proficiency in order to retain his present position. Such employees will not be obliged to meet the entrance requirements established for their positions as described in Sec. 074-10, Employees Appointed Prior to Date of Adoption of These Rules.

Open competitive examinations shall be open to all persons who meet the entrance requirements established for the examinations.

Sec. 070-35 Personnel Officer

070-35

WPS

Personnel Officer shall be a staff employee of SDSW, and shall be responsible to the Director, and through the Director to the SSWB. It shall be his responsibility:

1. To develop and put into effect procedures for carrying out personnel policies;
2. To participate in the preparation of and to administer the classification plans and compensation plans;
3. To maintain personnel records of all persons employed and records of all personnel actions;
4. To request certifications of eligibles from examining agency;
5. To report to the Director on selection of eligibles, promotions, salary advancements, demotions, transfers, dismissals, resignations, and all types of appointments;
6. To affirm retention or dismissal of probationary employees at close of probationary period in accordance with specific recommendations received from appointing authority concerned;
7. To record all dismissals of probationers resulting from failure or unwillingness of appointing authority to specifically recommend attainment of permanent status for employees concerned;
8. To provide and administer a system of service ratings;
9. To make a report at least semi-annually on personnel activities of the agencies;
10. To notify examining agency, as promptly as practicable, regarding vacancies which may occur in the agencies;
11. To perform such other duties as are prescribed by these rules.

Sec. 070-50 Preparation of Classification Plan

070-50

WPS

The SSWB shall establish a comprehensive classification plan for all positions in the classified service.

The plan shall be based on investigation and analysis of duties and responsibilities of each position and each position shall be allocated to its proper class in the classification plan. The plan shall be developed after consultation with supervisory officials, classification specialists, and persons technically familiar with the character of the work. When complete, classification plan shall include for each class of position an appropriate title, a description of duties and responsibilities, and minimum requirements of training, experience, and other qualifications.

Sec. 070-55 Adoption of Classification Plan

070-55

WPS

The proposed classification plan, and any changes therein or additions thereto, shall be submitted by the Director after review to SSWB for action. The classification plan shall, when adopted by SSWB, constitute Part II of this regulation.

Thereafter, class titles so established shall be used in all personnel and financial records, in all communications, and in all examination procedures.

Sec. 070-60 Allocation of Positions

070-60

WPS

Each position in county agencies shall be allocated to one of the classes established by the classification plan. No person shall be appointed or promoted to any position until it has been properly classified as herein provided.

All positions substantially similar as to duties performed and responsibilities exercised by incumbents of such positions and as to the qualification requirements as shown in class specifications shall be allocated to same class.

Thereafter, as additional classes are established or existing classes are abolished or changed, such necessary allocation or reallocation shall be made to new or existing classes as is necessitated thereby.

Sec. 070-65 Revision of Classification Plan

070-65

WPS

Existing classes of positions may be abolished or changed or new classes added, in the same manner as the classification plans were originally adopted.

Sec. 070-70 Incumbents of Reallocated Positions

070-70

WPS

When a position is reallocated by county appointing authority to a different class, incumbent shall not be deemed eligible to continue in the position unless he would have been eligible for original appointment, promotion, transfer, or demotion to a position of the new class while serving in the position as previously allocated. If ineligible to continue in such position, he may be transferred, promoted, or demoted by appropriate action in accordance with such provision of these rules as SSWB may deem to be applicable. In any case in which the incumbent is ineligible to continue in the position and he is not transferred, promoted, or demoted, the provisions of these rules regarding separations shall apply.

Sec. 070-75 Class Specifications

070-75

WPS

For each class specification established by the SSWB, the SDSW shall maintain official class specifications as approved by the SSWB.

1. Official class title.
2. Definition of the class, indicating, in terms of duties, responsibilities, and/or place in the organization, positions to be included in and excluded from the class.
3. Statement of typical tasks to be performed by those holding positions allocated to the class.
4. Statement of minimum qualifications for determining fitness and qualifications of employees for each class of position and for temporary appointments and for applicants for examinations, which may include education, experience, knowledge, skills, ability, and personal and physical traits and characteristics.
5. Additional qualifications considered so desirable that any person considered for employment who possesses them may be given additional credit in evaluation of his qualifications, even though such additional qualifications are not a prerequisite to consideration for employment.
6. The adopted schedule of pay for the class.

072-00

FARE PERSONNEL STANDARDS Organization and Administration

9. He has failed to submit his application correctly or within prescribed time limits;
10. He has taken part in compilation, administration, or correction of the examinations;
11. He subscribes to subversive principles or advocates overthrow of or change in the form of government now existing in the United States and the State of California by any means other than as provided in the respective constitutions thereof;
12. He has otherwise violated provisions of these rules.

A disqualified applicant shall be promptly notified of such action, and an applicant who is not admitted to an examination because of failure to meet preliminary requirements shall be notified by letter addressed to his last-known address sufficiently in advance of the examination to allow for submission of additional evidence to examining agency.

Any person whose name is removed from an eligible list may appeal to SSWB for reconsideration. (See Sec. 076-60, Appeal From Removal From Eligible List.)

072-00 Sec. 072-00 Conduct of Examinations

WPS

Written tests shall be conducted simultaneously in as many places as are necessary for the convenience of the applicants and as are practicable for proper administration. The examining agency may designate such monitors as may be necessary to conduct examinations under prescribed instructions.

The identity of persons taking competitive written examinations shall not be disclosed to the examiners. An identification number, which shall be used to identify all papers of each applicant, shall be assigned by the examining agency to each applicant. Any examination papers bearing name of applicant or identification other than an identification number shall be rejected. In cases of rejection, examining agency shall promptly notify applicant.

072-05 Sec. 072-05 Rating Examinations

WPS

The examining agency shall determine the results of each applicant's examination in accordance with the weights for the several parts established by the examining agency in conformity with these rules as set forth in the examination announcement. All applicants in the same examination shall be accorded uniform and equal treatment in all phases of the examination procedure except that applicants who are eligible for veterans' preference shall be given additional credit in open competitive examinations in the manner outlined in this section.

In the case of all open competitive examinations, veterans with thirty days or more of service, who become eligible for certification from eligible lists by attaining the passing mark established for the examination, shall be allowed an additional credit of five points, which shall be added to the percentages attained in such examinations by such veterans, and they shall be placed on eligible lists and be eligible for appointment in the order and on the basis of the percentages attained by them in examinations after such credit of five points shall have been added.

Proof of eligibility for veterans' preference shall be submitted not later than the date of the examination by filing such proof in the form prescribed by the SSWB.

All ties shall be decided in favor of veterans. In the case of promotional examinations, no credit for veterans' preference shall be allowed to veterans.

It is the purpose of this section to give preference to all persons who have served the Government and the people in the Army, Navy, Marine Corps, Revenue Marine Service, or as active nurses in the American Red Cross or the Army and Navy Nurse Corps, and particularly to persons who have rendered such service during the Ally-Germanic War, the Spanish-American War, the Philippine insurrection, the Boxer uprising, the Indian wars, or the Civil War.

Examining agency shall utilize appropriate scientific techniques and procedures in rating results of examinations and in determining final scores of competitors. In determining the system for rating results of examinations, examining agency shall give due regard to the number of candidates and to the number of vacancies which may reasonably be expected to occur in the life of the eligible list.

072-07 Sec. 072-07 Applicant May Be Placed on List for Lower Class

WPS

Where an examination is being held for any given class, the examining agency may place an applicant on a list for the lower class, if in its opinion the applicant is qualified to fill lower class of position but is not qualified to fill the higher position; provided, however, that an examination has been announced and is in progress for said lower class. An applicant applying for an examination on a promotional basis may in same manner and under similar conditions be passed in an open examination if such is in process at same time.

072-10 Sec. 072-10 Rating Training and Experience

WPS

If training and experience form a part of the total examination, examining agency shall determine a procedure for evaluation of training and experience qualifications of the various applicants. The formula used in appraisal shall give due regard to recency and quality as well as quantity of experience and to pertinency of the training. This procedure shall allow for substitution of training for experience, and experience for training, within limits stated in class specifications.

072-15 Sec. 072-15 Investigations

WPS

Before rating training and experience or prior to certification from eligible list, examining agency may, and for positions involving important administrative and executive functions shall, investigate applicant's training and experience to verify statements contained in his application form and to adduce evidence regarding his character and fitness. If this investigation produces information affecting the rating of training and experience, examining agency shall rate or rerate the applicant's record accordingly, and make necessary adjustments in eligible list. The applicant shall be promptly notified of such rerating.

072-20 Sec. 072-20 Qualification Appraisals

WPS

In examinations where education, experience and personal qualifications of candidates are to be rated as part of the total examination for a position, examining agency shall appoint one or more Qualification Appraisal Boards as needed. A Qualification Appraisal Board shall consist of persons known to be interested in improvement of public administration and in selection of efficient government personnel, and at least one of whom shall be technically familiar with character of work in position for which applicant will be examined. No officer or employee of any county agency for positions in which examinations are being offered, nor any person holding political office, nor any officer or committee member of any political organization, nor any person actively engaged in the work of any political organization, shall serve as a member of any such board. If practicable, all applicants qualifying for same class shall be rated by same Qualification Appraisal Board.

072-25 Sec. 072-25 Notice of Examination Results

WPS

Each applicant shall be notified in writing by examining agency of his final rating as soon as rating of examination has been completed and eligible list established.

Sec. 071-60 Contents of Qualifying and Open Competitive Examinations

071-60

WPS

Examinations shall include:

1. Practical written tests as an integral part of all examinations (for exception, see Sec. 075-35, Noncompetitive Promotions);
2. A competitive performance test for stenographic and typing positions and a qualifying performance test for other positions involving the operation of office machines;
3. A rating of training and experience for the more responsible positions, including all professional, technical, supervisory, and administrative positions;
4. Qualification appraisals for positions requiring frequent contact with the public, or which involve important supervisory or administrative duties.

After consultation with the SSWB the examining agency shall assign definite weights to each part of the examination and such weights shall be included in each public announcement of the examination.

Sec. 071-65 Notice of Examinations

071-65

WPS

The examining agency shall give public announcement of all examinations at least three weeks in advance of the closing date for receipt of applications. Every reasonable effort shall be made to attract qualified persons to compete in these examinations. Notice of examinations shall be posted in important centers throughout State and copies shall be sent to newspapers of State-wide circulation, radio stations, educational institutions, professional and vocational societies, public officials, and such other organizations and individuals as examining agency may deem expedient.

Mailing lists of public personnel agencies shall be used wherever possible.

Public announcement of examination shall include:

1. Date and place of examination;
2. Last date for filing application;
3. Reasonable information concerning the location of employment, the expected number of vacancies, and other conditions of employment;
4. Such parts of the class specifications as will adequately describe the scope of duties and responsibilities;
5. Minimum and additional desirable qualifications;
6. Salary or other compensation;
7. Number of candidates who may qualify through the examination;
8. District or districts for which the list is to be established;
9. All of the conditions of competition, including the relative weights assigned to the various parts in the examination, and the passing grades;
10. Such other information as will assist the public in understanding fully the nature of the employment and procedure necessary to participate in examination.

Sec. 071-80 Filing Applications

071-80

WPS

All applications shall be made upon official blanks furnished by examining agency filled out as therein directed, and filed in office of examining agency on or before the closing date specified in the examination announcement or postmarked before midnight of that date.

Applicants taking more than one examination shall file a separate and complete application for each such examination unless otherwise specified in the examination announcement.

Such applications shall include a statement from the applicant of all pertinent information regarding his training, experience, and age; and in addition, the examining agency may require a photograph of the applicant, a certificate of his physical fitness from one or more licensed physicians, and any other evidence of identification which is deemed necessary.

All applications shall be signed, and the truth of all statements contained therein certified by such signature.

All applications and examination papers are confidential records of examining agency and under no circumstances will they be returned to applicants.

Sec. 071-85 Qualifications of Applicants

071-85

WPS

Applicants shall:

1. Be citizens of United States;
2. Be legal residents of California for at least one year prior to the date of examination unless the residence qualifications are specifically waived by the SSWB.
3. Possess all entrance requirements specified in minimum qualifications established for class;
4. Be of good moral character, of temperate habits, and in all respects mentally and physically competent to perform duties of position for which candidate is competing.

Sec. 071-95 Disqualification of Applicants

071-95

WPS

Under the supervision and direction of the SSWB, examining agency may refuse to examine an applicant, or, after examination, may disqualify such applicant or remove his name from an eligible list, or refuse to certify any eligible on an eligible list if:

1. He is found to lack any of the preliminary requirements established for the examination for the class of position;
2. He is so disabled as to be rendered unfit for performance of duties of the class;
3. He is addicted to use of narcotics or habitual use of intoxicating liquors to excess;
4. He has been convicted of any infamous crime or other crime involving moral turpitude;
 - a. When offense was a misdemeanor, Personnel Officer may recommend to Director that disqualification under this section shall not be effected;
 - b. When offense was a felony, Personnel Officer shall secure and submit to Director complete information on the facts surrounding the case, the Director shall then decide whether disqualification under this section shall be effected;
 - c. When an applicant has been convicted of commission of a felony and it is decided that disqualification under this section is not effected, notice of such fact shall be given to appointing authority whenever applicant's name is certified for appointment.
5. He has made false statement of material fact in his application;
6. He has previously been dismissed from any public service for delinquency, misconduct, or other similar cause;
7. He has used or attempted to use political pressure or bribery to secure an advantage in examination or appointment;
8. He has directly or indirectly obtained information regarding examinations to which as an applicant he was not entitled;

Sec. 102-70 Applications and Records Shall Be Confidential W. & I. C. 118; 118.1; 3079; 3460
OAS; ANB; APSB; ANC

102-70

Applications and records concerning any individual made or kept by any public officer or agency shall be confidential and shall not be open to examination for any purpose not directly connected with the administration of the OAS, ANB, APSB or ANC Law.

Whenever a person other than the applicant, recipient, or appellant involved requests any information regarding an applicant, recipient, or appellant, the confidential nature of such records shall be explained. Exception to this rule shall be made when inquirer is acting as the agent of such applicant, recipient, or appellant. Written permission authorizing release of information to the agent is necessary unless in a verbal discussion the applicant, recipient, or appellant and purported agent are both present. Information may not be released subsequently to the agent without a new authorization of applicant, recipient, or appellant.

Information may be disclosed only when the purpose of the request is known and it is apparent that the disclosure is directly connected with the administration of OAS, ANB, APSB, or ANC, except upon written authorization of applicant or recipient. The fact that some service is rendered by the inquirer to the recipient or his family is not sufficient. Each request and each determination to release information should be tested in accordance with these provisions.

No person shall publish or disclose or permit or cause to be published or disclosed any list of persons receiving public assistance.

Any violation of the provisions set forth in Secs. 118 and 118.1 of the W. & I. C. constitutes a misdemeanor.

In ANB and APSB, all papers and records pertaining to his case on file in the SDSW or in the county office shall be open to inspection at any time during business hours by the applicant or his attorney or agent.

In case of subpoena of records by a court, the attention of the court shall be called to the provisions of the W. & I. C.

Sec. 102-80 Transportation of Needy Children Outside State W. & I. C. 9580
ANC

102-80

A county may transport children who are receiving or are eligible to receive ANC to proper homes outside the State when such homes are offered. The State shall pay one-half of the total expense necessarily incurred in effecting such transportation.

Sec. 102-90 Violation of Provisions of OAS Law W. & I. C. 2008
OAS

102-90

Any person who knowingly violates any provision of the OAS Law for which no penalty is specifically provided is guilty of a misdemeanor.

124-35 Sec. 124-35 Residence While on Parole POL. C. 52, W. & I. C. 2526, 1527, 2164, 2200, 3042-10
OAS; ANB; APSB; ANC 3090, 3133, 3150

The legal residence of a person on parole from a State institution is that which he had immediately prior to commitment to the institution. If the parole is granted under the ordinary conditions permitting the governing board of the institution to bring back the parolee when it deems necessary, such parolee is not capable of applying the requisite intent so as to secure an independent residence.

The residence of a woman who has established independent residence during her husband's confinement in an institution again follows the residence of the husband unless, upon his parole, she lives separate and apart from the husband.

Example: Family established residence in County A in 1932, and remained there until 1935, when the father was committed to State prison and the mother and child removed with intent to reside in County B. In September, 1938, mother filed ANC application on behalf of child. Aid granted by County B to begin as of October 1, 1938, on joint financial participation basis. On July 6, 1940, father is paroled and joins family in County B where he assumes their support. Family remains in County B. However, father's residence is fixed in County A and determines the legal residence of his wife and child with whom he is living.

Father violates parole and is returned to prison on October 14, 1941. Mother remains in County B. Application for ANC for child is again filed. Aid is granted to begin as of December 1, 1941, on non-county aid basis through County B until October 31, 1942.

125-00 Sec. 125-00 Residence of Inmates of Private Institutions POL. C. 52, W. & I. C. 52
ANB; APSB; ANC

The residence of a recipient of ANB or APSB who is living in a private institution, or of a person whose residence determines that of a minor recipient of ANB, APSB, or of ANC, is determined in accordance with usual guides and rules. Such persons, by act and intent, may make county in which institution is located their county of residence or may retain residence status they had acquired prior to entrance.

125-05 Sec. 125-05 Residence of ANC Child, Application for Aid Filed by Institution W. & I. C. 1526, 1557
ANC

An institution maintaining a needy child may make application to SDSW for aid for the child. In such case, county residence of child is irrelevant and aid may be granted by SDSW directly to institution. A child for whom aid is granted in this manner shall not be deemed a resident of the county in which the institution is located because of physical presence therein, so long as the child is granted aid through the institution. (See Sec. 122-10, ANC Determination of County of Residence.)

125-15 Sec. 125-15 OAS Residence of Inmates of Private Institutions W. & I. C. 2160.5
OAS

County of residence of an OAS applicant who is an inmate of a home or institution maintained by any fraternal, benevolent or other nonprofit organization, is that county from which the inmate came to the institution, regardless of the length of time during which he lives or has lived in the institution. County residence is continuous after entrance into institution and can be changed or terminated only by inmate's withdrawal from institution and establishment of different residence.

125-20 Sec. 125-20 Determining County from Which Inmate Entered Institution W. & I. C. 2140, 2141, 2160.5
OAS

Unless institution records show conflicting information regarding the place from which inmate came, such records suffice as proof of county residence. If conflicting information develops, applicant's statement of intent with respect to residence prior to entering institution, together with any other facts which support or refute his statement of intent, shall be evaluated in determining his county of residence.

A person leaving a county with intention of entering an institution such as those described in Sec. 125-15, is considered to have entered institution from that county. A temporary stop-over in another county because of illness, business, for a visit, or other reason, and without intent to remain there, does not alter residence status. However, if such stop-over involves change of intent, applicant later deciding to enter the institution, county of residence is that in which applicant resides at time final decision is made.

125-25 Sec. 125-25 Inmate Entering Private Institution from Out of State W. & I. C. 2140, 2141, 2160.5
OAS

An inmate who comes from another State directly to an institution such as those described in Sec. 125-15, and who enters with intent to remain domiciled therein, establishes State residence as of the day he enters this State, county residence as of the day he enters county in which institution is located.

Sec. 124-15 Absence from County for Educational Purposes
OAS; ANB; APSB; ANC

POL. CODE 52, W & I C 3075, 3090,
3450, 3460

124-15

The ANB and APSB Laws specifically provide that a blind person who leaves his county for the purpose of attending an institution of learning located in this State shall not be deemed to have moved from his county. However, if he remains in another county during long vacation periods, his intent as to residence should be determined. (As noted in Sec. 124-10, Absence from County for Temporary or Specific Purpose, the foregoing is true under the general laws regarding residence, and is, therefore, true of recipients of OAS and of persons whose residence determines that of minors receiving ANC, ANB, and APSB.)

Sec. 124-25 Absence from County While in Relief Camp
OAS; ANB; APSB; ANC

W & I C 0527, 1560, 2141, 2200,
3075, 3090, 3450, 3460
POL. CODE SEC. 52

124-25

A person who has been maintained in a camp or other relief project retains residence as of the time of entering the camp. If such camp is located in a county other than that in which he resides, upon his return to legal residence such residence is deemed to have been uninterrupted.

A camp enrollee may elect to remain in county in which camp is located and, by intent, establish a residence there. Application shall be taken by that county and aid, if granted, is payable on a non-county basis until a year's residence has been completed (six months in the case of ANB or APSB recipients who became blind while California residents). It would be presumed that county residence begins not later than date formal application is made. If applicant at an earlier date has expressed intent to make his residence in county in which camp is located and has evidenced that intent in some way, such date would mark the beginning of county residence.

Sec. 124-28 Residence on Federal Reservation, Housing Project, etc.
OAS; ANB; APSB; ANC

W & I C 114

124-28

Persons living upon land owned or leased by the U. S. but not subject to the exclusive jurisdiction thereof may acquire State and county residence by union of act and intent. Such land includes housing projects constructed by the FWA and the USHA and all land leased by U. S. agencies from the State, political subdivisions, or individuals. In all other cases, the extent of Federal jurisdiction shall be determined by an examination of the manner in which the property was acquired by the U. S., the statutes under which it was acquired, the statutes authorizing maintenance of the housing project, and the State statutes applicable to such acquisition. Conclusion that exclusive jurisdiction is vested in the U. S. shall not be reached in the absence of express statutory provision or law.

Sec. 124-30 Residence While in Public Custodial or Correctional Institution
OAS; ANB; APSB; ANC

POL. CODE 52,
PROB. C. 1500, W & I C 1527, 1560, 2141, 2200, 3075, 3090, 3450, 3460

124-30

The residence of one who is confined in a prison, or who is under commitment in a public hospital is that which he had immediately prior to confinement or commitment. Time spent in a public custodial or correctional institution is considered in computing State and county residence, both for the year immediately preceding the date of application and for the required prior residence. (See Sec. 124-35, Residence While on Parole.) A person establishing residence for a minor may complete residence requirements including county residence while in or on parole from a public institution.

Commitment to an institution does not deprive a parent of the custody of his minor child unless he is deprived of custody by separate legal action. However, it should be noted that mother of child receiving ANC is deemed to be living separate and apart during time the father is confined in a State or Federal hospital or prison. When child is in mother's care or custody, she may change child's residence.

202-55 **Sec. 202-55 Application Made Pending or After Parole From State Hospital** W. & I. C. 103; 103.5; 103.6; 2140, 2022; 2160E; 2141; 2180; 3044; 3075; 3081; 3077; 3444; 3460; 3470; 6660
OAS; ANB; APSB

The following procedure shall be followed in applications for OAS, ANB, and APSB of persons who are about to be paroled from State hospitals:

The Department of Institutions will write to the county in which the inmate had residence at the time of commitment, requesting that his application for OAS or ANB be taken. The letter shall include, in addition to a resume of the social data in the institution records, the following information:

1. That satisfactory home placement will be available for applicant when eligibility for public assistance is determined;
2. That applicant is ready for parole;
3. That the Department of Institutions will assume full responsibility for his release and welfare and will provide adequate supervision for him in his own home, the home of relatives, or a boarding home licensed and selected by it.

Unless the information submitted indicates that the parolee is obviously ineligible, the county of residence will send the application form to the State Department of Institutions, which department will be responsible for securing a signed and properly acknowledged application. The application interview will be taken by the social worker of the institution.

Application for appointment as guardian of estate of parolee may be made by an officer of the Department of Institutions. When a guardian has been legally appointed, he and the parolee will each sign the application form (Ag, BI 200 or BI 200A) which will be sent with guardianship papers to the county.

When a parolee is living in the county in which he has the required period of residence, he will make the application in the usual manner. (See Sec. 201-05, Place of Making Application.)

When a parolee is living in a county in which he does not have the required length of county residence, he should be referred to the Department of Institutions to make application. They shall refer his request for aid to the county in which he had the required residence prior to commitment. The procedure outlined above for persons applying for aid pending parole shall then be followed.

210-00 **Sec. 210-00 Reapplications** W. & I. C. 103; 103.5; 103.6; 1560; 2140; 2141; 2182; 3075; 3460
OAS; ANB; APSB; ANC

A reapplication is a request for assistance received by the county from or on behalf of a person (a) whose former application has been denied or has been voluntarily withdrawn, or (b) whose aid has been discontinued for a period of more than 12 months (for exception in ANC see Sec. 201-25, When Application to Be Taken). A new Application (Form Ag, CA, BI 200 or BI 200A) is required for each reapplication with the following exceptions: when an application has been denied in error or when aid is granted on appeal to the SSWB.

210-05 **Sec. 210-05 Right to Make Reapplication** W. & I. C. 1560; 2182; 3075; 3460
OAS; ANB; APSB; ANC

An applicant whose application for OAS has been denied by the county may not again apply for such aid until the expiration of one year from the date of the previous application except with the consent of the county or on order of the SDSW. The county shall accept such reapplication when a change in the applicant's circumstances may have rendered him eligible or on the presentation of new evidence regarding eligibility.

There are no restrictions on the right of a person to reapply for ANC for a child or for ANB or APSB with the following exception. When application for APSB is denied and application for ANB is granted, a reapplication for APSB may not be made for a period of one year from date of application for ANB. When application for ANB is denied and application for APSB is granted, a reapplication for ANB may not be made for a period of one year from date of application for APSB.

Statements II, III and IV on the ANC application provide a basis for the county to secure information and start investigation regarding classification, residence and need. The sub-category under each heading need not be designated.

In OAS, the applicant's statement of age should be given in years only. When exact age is not known, the approximate age should be given. The age in years is considered to be the age at the last birthday. In ANB and APSB, the birth date should be given, if known.

In OAS, the birthplace should include city and/or county and State and/or country.

When the OAS, ANB or APSB applicant can not give the exact date residence was established in the county, the approximate date should be entered.

In OAS, ANB and APSB, the name of the spouse should be given even though the spouse is deceased or divorced.

The number of living children as known to the applicant should be stated in OAS and listed by name and address in ANB and APSB. When children's whereabouts are unknown, they should be considered as living. In ANB and APSB, the contribution from relatives which is listed should be the actual contribution.

When a guardian makes application in OAS, ANB, or APSB, the full name of the applicant should be used at the top of the blank. For the signature at the bottom of the blank, the guardian should sign his own name as legally appointed guardian of the applicant, e.g., John Doe, legally appointed guardian of Richard Roe.

When the applicant or guardian is unable for any reason to sign his name, a mark (including a thumb print) may be used.

Two persons are required to witness a mark (including a thumb print) which serves as a signature to a sworn statement.

When a mark is used, the signature shall be as follows:

his
John X Jones
mark

Signature or Mark of Applicant

Witness to Mark

Witness to Mark

An applicant who usually affixes his signature by printing may sign his name in this manner. A typewritten name, a carbon copy of a signature, or a rubber stamp imprint does not constitute a signature.

The above comments regarding form of signature, etc., apply to all forms which the applicant and/or his guardian and/or spouse may be required to sign.

The applicant's signature on the application shall be acknowledged under oath or affirmation before someone who is authorized to take such acknowledgement.

When the person administering the oath is a witness to the mark (including a thumb print), his signature must appear twice, once as a witness to mark (including a thumb print) and again in certificate of acknowledgement.

Whenever the oath of an affiant or the affidavit of a person is necessary in order that a person may obtain charity or relief from an agency or department of the U. S. Government, State of California, or any political subdivision thereof, no fee shall be charged for the taking of such oath.

The date on the application form is the date of acknowledgment.

325-65 Sec. 325-65 Continuation of Hearing W. & I. C. 102; 103.5; 103.6

OAS; ANB; APSB; ANC

The SSWB may order the appeal hearing continued at a subsequent meeting when:

1. Additional legal advice is required;
2. Further investigation is required;
3. The appellant may thereby attend the hearing;
4. The appellant or county request such continuation and the other party concurs;
5. When other reasons in the opinion of the SSWB make continuation desirable.

325-70 Sec. 325-70 Decisions by the State Social Welfare Board W. & I. C. 102, 2182, 3086, 1551

OAS; ANB; APSB; ANC

After considering the brief which is filed as evidence and hearing all additional testimony and arguments, the SSWB renders a decision either to:

1. Grant the appeal;
2. Sustain the action of the county;
3. Dismiss the appeal (when the SSWB does not have jurisdiction in the matter under appeal, or when anything occurs, between the setting of appeal for hearing and actual hearing, that eliminates need for an appeal).

If the appeal is granted, the SSWB makes a specific grant of aid, indicating the amount and the beginning date of aid, unless it is not possible at the time of the hearing to determine the specific amount because of current changes in the appellant's situation, or, as in appeals from county inaction or from denial on the degree of blindness, because the total situation has not been investigated. In such cases the decision is usually an order to the county to take an application and/or grant aid "in the amount to which the appellant may prove eligible" and the county then determines the specific amount.

The decision is based upon the appellant's total situation at the time of hearing and, therefore, the SSWB is not limited to facts upon which the original county action was taken or the situation at the time of such county action.

325-75 Sec. 325-75 Retroactive Aid W. & I. C. 103, 103.5, 103.6, 2182, 1551, 3086, 3476

OAS; ANB; APSB; ANC

Retroactive aid is granted only by the SSWB on the basis of the appellant's continuing eligibility for aid during the period in question. Need shall be determined for the period in accordance with the requirements for the particular category of aid.

Sec. 325-50 Appeal Hearing—Time, Place and Attendance W. & I. C. 2182, 3078, 3086, 3083.5, 3473, 1551
OAS; ANB; APSB; ANC

325-50

Appeals are heard at the regular monthly meetings of the SSWB. Such meetings are held in various major cities for the convenience of persons who desire to appear before the SSWB. The number of appeals and their urgency in any particular locality may be called to the attention of the SSWB for the determination of the date and place of a meeting.

The appeal is heard by the SSWB only when both appellant and county have been duly notified. Notices of date and place of the hearing are mailed by the SDSW to the chairman of the county board of supervisors, the county welfare department and the appellant, by registered mail (return receipt requested) in time to be received ten days prior to the hearing. With the notification to appellant and county welfare department is sent a copy of the appeal brief as prepared for the SSWB. The appellant is also advised of date and place of the next regular monthly SSWB meeting so that he may request a postponement if his attendance at a subsequent meeting can be more conveniently arranged.

All hearings on appeals are held in open session of the SSWB. Action upon an appeal may be taken only when four of the seven members of the SSWB (a quorum) are present. The appellant may appear in person, with his own counsel, or be represented by counsel. County representatives also are present when possible.

After an appeal hearing is scheduled, an appellant and/or county may, by writing to SDSW, request postponement of the hearing. The SDSW then notifies the other party to the appeal of the request and asks that assent or dissent be indicated in writing. The request for postponement and the reply of other party are presented to the SSWB for appropriate action at the meeting for which the hearing was originally scheduled.

Sec. 325-55 Right to Inspect Evidence and Refute Statements

325-55

OAS; ANB; APSB; ANC

W & I C 1560, 3075, 3460, 2141, 2140

Prior submission of the appeal brief to the appellant and county permits them to correct or refute statements in the brief at the time of the hearing. The county and/or the appellant may file with the SDSW or SSWB prior to, or at the time of, the hearing, a brief covering any facts or they may suggest corrections or provide additional facts or legal argument.

Sec. 325-60 Hearing Procedure W. & I. C. 2182, 3086, 1551, 3078, 3083.5, 3473, Pol. C. 353
OAS; ANB; APSB; ANC

325-60

In the conduct of the fair hearing procedure, the SSWB is not strictly bound by court rules of evidence. The appeal brief as prepared by the SDSW, and any briefs prepared by the appellant or county are presented at the hearing and filed as evidence. All parties involved in the appeal are permitted to present any additional evidence and call any witnesses they desire. Before testifying all witnesses are placed under oath by the chairman of the SSWB. Frequently the appellant is willing to rest his case on the presentation of facts in the brief and does not testify in person.

The SSWB considers and weighs the evidence presented and renders a decision at the close of the hearing, or takes the appeal under advisement for later decision.

TABLE OF CONTENTS

Provisions of Federal Law for CWS.....	Sec. 800-00
Provisions of the W. & I. C. for CWS.....	800-10
Agreements	800-20
Functions of a County CWS Worker.....	800-25
Narrative Reports	800-30
Statistical Reports	800-40
Definition. Children Accepted for Service.....	800-43
General Instructions	800-46
Section A. Children Receiving Service During Month.....	800-49
Section B. Whereabouts of Children on Last Day of Month.....	800-52
Section C. Children in Home of Parents or Relatives on Last Day of Month by Type of Assistance Granted to Family.....	800-55
CWS Claims and Financial Forms.....	800-60
Partial Month Claim.....	800-65
State Audit of Claims.....	800-75
Claim Corrections	800-85
Forms Used in CWS.....	800-99

REVISION RECORD

Revisions issued in changing this chapter will be numbered in sequence. Changes made will be indicated by a vertical line in the margin of the corrected page, against the line or lines changed.

IT IS IMPORTANT that the holder of this Manual check the numbers below, corresponding with the number of the revisions when the latter have been incorporated in the Manual and the old pages removed, and that the State Department of Social Welfare be promptly notified in the event a number is passed without receipt of the corresponding numbered sheet.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30

It is further agreed that all work performed pursuant to this agreement shall be under the direct supervision of party of the second part.

It is further agreed that office space, equipment, stenographic service, and transportation will be furnished by the party of the second part, and ----- dollars per month as its portion of the salary of the person so employed.

It is further agreed that the party of the first part shall pay ----- dollars per month as its portion of the salary of the person so employed.

It is further agreed that this agreement may be terminated by either party thereto upon a month's notice to the other party.

The effective date of this agreement shall be the 1st day of July, 1942.

WITNESS the hands of the parties to this agreement hereunto set the day and year first above written.

DIRECTOR -----
California State Department of Social Welfare.
CHAIRMAN -----
Board of Supervisors of County of -----
CLERK -----
of Board of Supervisors of County of -----

(SEAL)

800-25 **Sec. 800-25 Functions of a County CWS Worker**
CWS

The functions of the county CWS worker are those set forth in the agreement between the county and the SDSW. Such services vary with the special child welfare needs of the county. Activities which may be included, although this list is not all inclusive, are:

1. Services to children in their own homes who are receiving ANC or GR;
2. Services to children placed under foster care;
3. Services to children referred by other agencies in the community;
4. Consultant services to local groups in the development of the child welfare program;
5. Evaluating, stimulating, and strengthening the working relationships, in cooperation with the county welfare director, which have been developed between the CWS worker, the juvenile court, schools, health agencies, and other community organizations as well as State-wide agencies;
6. Assistance in the war effort by studying the needs of children such as facilities for day care, health care, out of school activities, and participation in the efforts to meet these needs.

Sec. 800-00 Provisions of Federal Law for CWS **SEC. 521, SOC. SEC. ACT.**
CWS

800-00

To enable the Federal Government, through the U. S. Children's Bureau, to cooperate with State public welfare agencies in establishing, extending, and strengthening, especially in predominantly rural areas as well as other areas of special need, public welfare services for the protection and care of homeless, dependent, and neglected children, and children in danger of becoming delinquent, yearly grants are made to each State. The U. S. Secretary of Labor allots these funds to each State on the basis of plans developed jointly by the State and the Children's Bureau. A grant of \$10,000 is made to each State. Additional funds may be granted but may not exceed an amount which is based on the per cent of rural population in the State to the total U. S. rural population.

Sec. 800-10 Provisions of the W. & I. C. for CWS **W. & I. C. 120**
CWS

800-10

The SDSW may act as the agent of, or cooperate with, the Federal Government in any matters within the scope of the functions of the department for the administration of Federal funds granted to this State, or for any other purpose in furtherance of these functions, and may cooperate with the Federal Government, its agencies, or instrumentalities, in establishing, extending, and strengthening services for the protection and care of homeless, dependent, and neglected children, and children in danger of becoming delinquent. The SDSW may receive and expend all funds made available to the department, the State, a county, a district, a municipal corporation, or a political subdivision by the Federal Government for such purposes.

Sec. 800-20 Agreements
CWS

800-20

Counties who secure funds through this State-county participation plan shall enter into an annual agreement with the SDSW at the beginning of each fiscal year. Such agreements shall meet with the approval of the U. S. Children's Bureau. A sample agreement follows:

AGREEMENT

between

California State Department of Social Welfare
and

County of -----

For the Fiscal Year Ending June 30, 1943

THIS AGREEMENT, made this 5th day of May, 1942, between the CALIFORNIA STATE DEPARTMENT OF SOCIAL WELFARE, the party of the first part, and the COUNTY OF -----, the party of the second part;

Inasmuch as California's plan under the Child Welfare Services section of the Social Security Act, Title V, part 3, as approved by the United States Children's Bureau, permits the State to use the funds provided under this section of the Act toward payment of a portion of the salary of a county Child Welfare Services worker qualified to do the type of work with children decided upon for each selected county, it is hereby agreed between said parties that a person who is appointed in accordance with the Rules for a Merit System of Personnel Administration of the State Public Assistance and Child Welfare Services Plans of California and is mutually acceptable to both parties to this agreement shall be employed to do special work as hereinafter set forth:

* * * * *

(In this section will be set forth the functions to be performed by the CWS worker as indicated by the child welfare needs of the county.)

* * * * *

800-49 Sec. 800-49 Section A. Children Receiving Service During Month**CWS**

This section reports the number of children carried forward from preceding month, and number received and discharged from service during current month.

Item 1. Children carried over from preceding month.

Enter number of children receiving service from CWS worker at end of preceding month. The entry in Item 1 should be same as the entry in Item 5 for preceding month.

Item 2. Children added during month.

Enter number of children accepted for service during the month. Include (a) children never previously accepted, (b) children previously accepted whose cases were transferred during the month to worker compiling the report, and (c) children previously accepted whose cases had been closed prior to the month for which the report is being compiled and were reopened during the month.

Item 3. Total children during month.

Enter sum of Items 1 and 2.

Item 4. Children discharged during month.

Enter number of children who were discharged from service or transferred to other workers during month.

Item 5. Children carried forward to following month.

Enter number of children for whom CWS worker was assuming responsibility at end of month (Item 3 minus Item 4).

Item 6. Families represented by children reported in Item 5.

Enter number of families represented by the children who are receiving service on last day of month.

For the purpose of Item 6, the unit of count is the family, consisting of parents and their children, including stepchildren, adopted children, or other children living in the family group and economically dependent on it. If a household is composed of two or more family groups comprising parents and children, and services are given to children of more than one family in the household, each family should be counted as a separate unit.

800-52 Sec. 800-52 Section B. Whereabouts of Children on Last Day of Month**CWS**

This section provides information on the whereabouts of children receiving service on the last day of the month. Classification should be made by child's usual place of care. Do not reclassify because of temporary absence on visits to relatives or friends or for special care in hospitals or elsewhere.

Item 7. Total children.

Enter the number of children receiving service on the last day of the month. The entry for this item should be the same as the entry in Item 5.

Item 8. In home of child's parents.

Enter the number of children who were receiving service while in the home of one or both parents, step-parents, or parents by legal adoption. Include children living with one or both parents in a family or boarding home whether or not a parent is employed there.

Do not include children residing in an institution in which a parent is an inmate or is employed. Such children should be included in Item 12.

Item 9. In home of child's relatives.

Enter the number of children who were receiving service while in the home of a relative of the child whether or not the degree of relationship involved legal responsibility for the child's support.

For the purposes of this report, the definition of "relatives other than parents" is the same as that used by the FSSB under the ANC program. (See Sec. 628-00, Payees Eligible Under Social Security Act.)

Sec. 800-30 Narrative Reports

800-30

CWS

Each county CWS worker shall make a monthly narrative report to the county welfare director who shall submit such report in triplicate to the SDSW not later than the tenth day of the following month. These reports should cover significant developments in the community with reference to child welfare. More specifically, their purpose is:

1. To give a comprehensive picture of local conditions affecting children;
2. To accumulate facts regarding child welfare which may indicate trends or clarify issues;
3. To provide a basis for discussion of present needs and status of the county child welfare program and plans for future action;
4. To evaluate services rendered by the county CWS worker.

The narrative should be viewed as a general guide to the development of the child welfare program in the county. The nature of the report depends, in part, on the specific functions of the CWS worker as set forth in the agreement. From time to time, the narrative should show the status of the various projects in which the CWS worker is engaged. Not all services need be included in every report. At all times, flexibility in reporting is desired. The county welfare director and CWS worker may discuss with the SDSW representatives (Field Representative and State CWS Consultant) the nature and details of the narrative report for a particular area.

Sec. 800-40 Statistical Reports

800-40

CWS

A report, Children Accepted for Service (Form CWS-51), shall be submitted in quadruplicate to the SDSW each month for each county CWS worker. Such report should cover the calendar month and should be submitted not later than the tenth day of the following month. The report should cover all children accepted for service by county CWS workers. (See Form CWS-51 in Sec. 800-99, Forms Used in CWS.)

Sec. 800-43 Definition. Children Accepted for Service

800-43

CWS

Children accepted for service means children for whom the CWS worker assumes responsibility for instituting some study and treatment and for whom a case record is maintained. Include all children who, as a result of preliminary consideration, are accepted for care with the intention of giving the child such study and treatment as seem indicated. Do not include (a) children for whom investigations are made for other agencies; (b) children for whom reports are made on closed cases; or (c) children for whom CWS worker attempts some incidental service but for whom no responsibility for instituting further study or treatment is assumed.

Sec. 800-46 General Instructions

800-46

CWS

The unit of count is the individual child for whom the CWS worker has assumed definite responsibility for care, supervision, or service during the month. If a worker's contact with a family situation involves CWS in behalf of all children in the family, all children should be counted. When one child in a family receives some special form of CWS and no service is given to other children in the family, only one child should be counted.

County or local area—Enter the exact geographical area covered by the report.

Type of worker—Place a check mark in the box to the right of "CWS."

800-55 **Sec. 800-55 Section C. Children in Home of Parents or Relatives on Last Day of month by Type of Assistance Granted to Family**

CWS

This section shows the number of children in the homes of parents or relatives receiving CWS whose families are also receiving assistance from specified public programs. (For definition of "family" see Item 6 in Sec. 800-49.)

The break-down is *only* for those children who were receiving service on the last day of the month in the home of parents or relatives (sum of entries in Items 8 and 9).

The sum of Items (a) to (e) is the same as Item 13 if only one type of assistance is reported for each child. If, however, more than one type of assistance is reported for any child, the sum of Items (a) to (e) is greater than Item 13. There should be no duplication between Item (a) and Items (b) to (e) as a child can not be reported as receiving *no* assistance and also as receiving aid.

For this report, "assistance from public program" is limited to assistance from the following:

1. General relief (GR) and veterans relief (excluding veterans pensions);
2. Aid to dependent children (ANC);
3. Old age assistance (OAS);
4. Aid to the blind (ANB or APSB);
5. Work programs operated by the Work Projects Administration (WPA);
6. National Youth Administration (NYA);
7. Farm Security Administration (FSA) (excluding loans received under the FSA program).

Item 13. Unduplicated number of children.

Enter number of children receiving service in the home of parents or relatives. The entry for this item should be the same as the sum of entries in Items 8 and 9.

- (a) **Children in families receiving no assistance from public programs**—Enter number of children receiving service whose families were receiving no assistance from any of the public programs listed in this section.
- (b) **Children in families receiving GR and veterans relief**—Enter the number of children receiving service whose families were receiving assistance from the GR program. Include also children whose families were receiving veterans relief but *not* those receiving veterans pensions.
- (c) **Children in families receiving ANC**—Enter the number of children receiving service whose families were receiving assistance from ANC program.
- (d) **Children in families receiving other types of categorical assistance**—Enter the number of children receiving service whose families were receiving assistance from ANB, APSB, or OAS programs.
- (e) **Children in families receiving aid through WPA and other work programs, NYA or FSA**—Enter the number of children receiving service whose families were receiving assistance from one or more of the public programs listed in this item. (Loans received under the FSA program are not included.)

Item 10. In foster home.

Enter the number of children who were receiving service while in family homes other than those of parents or relatives as defined in Items 8 and 9. Include children living in homes used for temporary as well as for long-time care.

Show in appropriate subdivision the number of children in free homes, boarding homes, and work or wage homes other than homes of parents or relatives.

- (a) **Free home**—Enter the number of children who were receiving service while in free homes. A free home is one in which no payment is made to the family for the care of the child, in which no arrangement has been made with the family for the payment of a wage to the child, and in which no provision is made that the child's services to the family are required in return for his board and lodging.

A home in which a child is placed with the expectation that he will be adopted is a free home. If a count of the number of children in adoptive homes is desired by the county, it may be entered in a footnote.

- (b) **Boarding home**—Enter number of children who were receiving service while in boarding homes.

A boarding home is one in which the family receives payment for the child's care. Do not include children boarded in the home of parents or other relatives. Such children should be included in Item 8 or 9.

- (c) **Work or wage home**—Enter the number of children who were receiving service while in work or wage homes.

A work or wage home is one in which a child is placed under a definite arrangement that board and lodging and/or wages are provided in return for the child's services to the family. A work home is one in which only board and lodging are given. A wage home is one in which wages are paid in addition to board and lodging. Weekly or monthly allowances to the child for spending money should not be regarded as wages.

Item 11. In institution.

Enter number of children receiving service while in institutions. Do not include children in maternity homes or hospitals and related institutions. Such children should be reported in Item 12.

Item 12. Other.

Enter number of children receiving service in places other than those listed in Items 8 to 11, inclusive; for example:

1. Children in boarding schools;
 2. Children in maternity homes;
 3. Children in hospitals and related institutions such as preventoria, sanatoria, and institutions for the mentally or physically handicapped;
 4. Children in institutions in which a parent is an inmate or employee but in which the child is not under care;
 5. Children who have established independent living arrangements.
- Enter the number of children receiving service in each place.

Sec. 800-60 CWS Claims and Financial Forms

800-60

CWS

CWS claims are filed to secure reimbursement to county for salary or salary and traveling expenses of workers in accordance with terms of agreement (see Sec. 800-20, Agreements). The following forms are used:

1. Affidavit to Accompany Monthly Claim (Form CWS 1) completed in full and forwarded with
2. Claim for Federal Grant for Salary or Salary and Traveling Expenses of CWS County Worker (Form CWS 2).

Traveling expenses of CWS county workers may be claimed *only* when the approved agreement between the county and the SDSW specifically provides for Federal participation in such expenses.

All CWS claims shall be submitted to the SDSW in duplicate as soon as possible after the end of the month for which such expense claims are made. The ability of the SDSW to submit quarterly statements of expenditures, as required by the Federal Government is dependent upon prompt submission of claims by participating counties. (See Forms CWS 1 and 2 in Sec. 800-99, Forms Used in CWS.)

Sec. 800-65 Partial Month Claim

800-65

CWS

In determining the amount of a claim covering salary of a CWS worker for a portion of a month, the rate is computed on the actual number of days in the month.

Example: Salary was paid to a county CWS worker at the rate of \$150 a month for ten days in January. According to the agreement between the county and the SDSW, the State reimburses the county at the rate of \$120 of the \$150 salary, or a $\frac{4}{5}$ portion. The county pays the remaining $\frac{1}{5}$.

$$\begin{aligned} \frac{10}{31} \times \$150.00 &= \$48.39 \text{ amount paid worker by county} \\ \frac{4}{5} \times 48.39 &= 38.71 \text{ amount of claim made by county} \end{aligned}$$

(See example, Form CWS 2.)

Sec. 800-75 State Audit of Claims

800-75

CWS

CWS claims are audited to records and agreements in the office of the SDSW, and are forwarded to the State Controller's Office for payment. Warrants are payable to and are forwarded to the county treasurer.

Sec. 800-85 Claim Corrections

800-85

CWS

Counties are notified, by means of a claim correction letter, of corrections and changes in amounts which have been made during the audit of claims in the SDSW office. The reason for each correction or change is stated.

800-99 Sec. 800-99 Forms Used in CWS
CWS

FORM CWS 1

Form CWS 1 (revised)—October, 1941
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
Affidavit to Accompany Monthly Claim
Form CWS 2 for Federal Grant for Child
Welfare Services Covering Salary or Salary
and Traveling Expenses of County Worker

SUBMIT IN DUPLICATE TO
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO

Read this Affidavit carefully

STATE OF CALIFORNIA
TO X COUNTY, Dr.
FOR CHILD WELFARE SERVICES

For the Month of January, 1942. Fiscal Year
(Do not write in this space)

Number persons to whom warrants issued 1

Amount of items claimed from State for Child Welfare Services
under Title V, Part 3 of the Social Security Act \$ 120.00

STATE OF CALIFORNIA)
COUNTY OF X) ss.
John Doe, being duly sworn, deposes and says:
That he is the county official responsible for relief in and for the said
county; that the within pay roll or pay roll and charges covering traveling are
correct; that the work for which payment is shown was actually performed during
the month as specified; that the individuals whose names are set forth herein were
employed to perform such services in accordance with agreement, and that all the pro-
visions of the contract governing such employment have been fully complied with and
that the said individuals have each received the amounts set opposite their respec-
tive names and that the claim is in accordance with the contract with the State
Department of Social Welfare under Title V, Part 3 of the Social Security Act.

Subscribed and sworn to before me this 4th
day of February, 1942.
Mary Jones
Title Deputy County Clerk

John Doe
Signature of Director or Official
in charge of county relief.
Title County Welfare Directors
APPROVED: Richard Roe
Chairman, Board of
Supervisors

I HEREBY CERTIFY, That warrants totaling the amount shown have been issued to
the persons listed on the attached Form CWS 2.

Jane Doe
County Auditor

INSTRUCTIONS
Claims (Form CWS 2) must be submitted in duplicate accompanied by affidavits
(Form CWS 1) in duplicate.

FORM CWS 2

Form CWS 2 (revised)—October, 1941
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
To Be Accompanied by Affidavit Form CWS 1
Claim for Federal Grant for Salary or
Salary and Traveling Expenses of Child
Welfare Services Worker in County

SUBMIT IN DUPLICATE TO
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO

CLAIM FOR CHILD WELFARE SERVICES

PAID BY X COUNTY, CALIFORNIA
FOR MONTH OF January, 1942. DATE OF CLAIM 2/4, 1942.

(1) WARRANT NUMBER	(2) NAME	(3) CLASSIFICATION TITLE	(4) TIME EMPLOYED FROM TO DAYS	(5) RATE PER MONTH	(6) TOTAL AMOUNT PAID WORKER FOR (A) (B)* SALARY TRAVEL	(7) AMOUNT CLAIMED FROM STATE
506	JANE SMITH	CHILD WELFARE SERVICES WORKER	1/1 1/31 INCL.	31 150.00	150.00	120.00
*OFFICE SPACE, EQUIPMENT, STENOGRAPHIC SERVICES AND TRANSPORTATION HERE FURNISHED BY X COUNTY DURING THE MONTH OF JANUARY, 1942						
					PAGE TOTAL	

SUBMIT IN DUPLICATE TO STATE DEPARTMENT OF SOCIAL WELFARE
* COUNTY MUST HAVE VOUCHERS ON FILE SUBSTANTIATING TRAVEL EXPENSES
AS CLAIMED.

FORM CWS 51

U. S. DEPARTMENT OF LABOR
CHILDREN'S BUREAU
WASHINGTON

Form CWS-51
January 1942

CHILDREN ACCEPTED FOR SERVICE
(A Report To Be Made Monthly by Individual Child-Welfare Workers in Counties or Other Local Units)

State of California. County or local area X Month July, 1942.
Reported by Jane Doe Type of worker: CWS ☒ Other ☐ Date August 2, 1942

A.—CHILDREN RECEIVING SERVICE DURING MONTH	NUMBER
1. Children carried over from preceding month (item 5 preceding month)	77
2. Children added during month	4
3. Total children during month (1 plus 2)	81
4. Children discharged during month	9
5. Children carried forward to following month (3 minus 4)	72
6. FAMILIES represented by children reported in item 5	28
B.—WHEREABOUTS OF CHILDREN ON LAST DAY OF MONTH	X X X X X X X
7. Total children (same as item 5; sum of 8, 9, 10, 11, and 12)	72
8. In home of child's parents	47
9. In home of child's relatives	5
10. In foster home: Total (sum of (a), (b), and (c))	16
(a) Free home	0
(b) Boarding home	15
(c) Work or wage home	1
11. In institution	3
12. Other (specify) <u>In boarding home</u>	1
C.—CHILDREN IN HOME OF PARENTS OR RELATIVES ON LAST DAY OF MONTH BY TYPE OF ASSISTANCE GRANTED TO FAMILY	X X X X X X X
13. Unduplicated number of children (same as sum of items 8 and 9)	52
(a) Children in families receiving no assistance from public programs	11
(b) Children in families receiving aid from public general relief programs and veteran's relief programs	8
(c) Children in families receiving aid to dependent children	32
(d) Children in families receiving other types of categorical assistance	0
(e) Children in families receiving aid through WPA and other work programs, NYA, or FSA	1

U. S. GOVERNMENT PRINTING OFFICE 16-55044-1

Culbert T. Olson
Governor

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STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING

DIRECTOR

Sacramento

September 15, 1942

Honorable Paul Peek
Secretary of State
Room 109, State Capitol
Sacramento, California

FILED
in the office of the Secretary of State
OF THE STATE OF CALIFORNIA

SEP 15 1942

PAUL PEEK, Secretary of State
By *Charles Gray* Deputy

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IN REPLY PLEASE REFER

TO:

My dear Mr. Peek:

Attached hereto are three copies of regulation,
currently effective, made by the State Depart-
ment of Social Welfare.

This regulation is filed in accordance with
Article 21 of Chapter 3 of Title 1 of Part 3
of the Political Code as amended by Chapter 628,
Statutes of 1941.

Very sincerely yours,

Martha A. Chickering

MARTHA A. CHICKERING, Director
Department of Social Welfare

172:736
Attachments

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Sacramento
September 4, 1942

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DEPARTMENT BULLETIN NO. 181-I

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

IN REPLY PLEASE REFER
TO:

Subject: Counties Need Not Send Closed
War Services Cases to Federal
Security Agency or to State
Department of Social Welfare.
Reports Asked in Certain Cases.

Bulletin 181, page 5, Section VII, instructed counties to send cases when closed to the Social Security Agency office. This instruction is hereby immediately rescinded. All cases are to remain in the county welfare offices.

For the present, reports will continue to be made to the State Department of Social Welfare on the following:

1. In Swiss Consul cases all counties, except San Francisco where referral is direct, shall send copies of the social history and social data report to the Division of War Services, State Department of Social Welfare, 616 K Street, Sacramento, for transmittal to the Swiss Consul. The case remains in the county office.
2. In civilian assistance cases (injured air raid wardens) requesting subsistence needs, reports setting forth circumstances of injury and needs incurred will continue to be presented to Division of War Service, though emergency assistance may be given as necessary.
3. In civilian assistance cases where cause of dependence is due to deprivation of income in Philippines or other theaters of war, assistance may be advanced, but detailed reports are to be submitted to the State Department of Social Welfare for use in development of future policy.

(Authority: Sections 113 and 120 Welfare and Institutions Code)

Very sincerely yours
Marttha A. Chickering
MARTHA A. CHICKERING, Director
Department of Social Welfare

Culbert L. Olson
Governor

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STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

Sacramento
September 16, 1942

Honorable Paul Peek
Secretary of State
Room 109, State Capitol
Sacramento, California

FILED
in the office of the Secretary of State
OF THE STATE OF CALIFORNIA

SEP 16 1942

PAUL PEEK, Secretary of State

By *Chas. Gray*
Deputy

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IN REPLY PLEASE REFER

TO:

My dear Mr. Peek:

Attached hereto are three copies of regulation,
currently effective, made by the State Department
of Social Welfare.

This regulation is filed in accordance with Article
21 of Chapter 3 of Title 1 of Part 3 of the Political
Code as amended by Chapter 628, Statutes of 1941.

Very sincerely yours,

Martina A. Chickering

MARTHA A. CHICKERING, Director
Department of Social Welfare

172:786
Attachments

Culbert L. Olson
Governor

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Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

Sacramento
September 15, 1942

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IN REPLY PLEASE REFER

TO:

DEPARTMENT BULLETIN NO. 69-D

TO: COUNTY WELFARE DIRECTORS

Subject: Revisions of Specifications
for Junior Stenographer-Clerk

Attached are revised pages 48 and 49, Junior Stenographer-Clerk, to be inserted in your copy of The Classification Plan for County Welfare Departments.

Please note that the only revision is a change in the minimum requirement for dictation speed from 75 to 80 words a minute.

Very sincerely yours

Martha A. Chickering
MARTHA A. CHICKERING, Director
Department of Social Welfare

(Authority: Sections 119.5 and 119.6, Welfare and Institutions Code)

Attach.

JUNIOR STENOGRAPHER-CLERK

Definition:

Under supervision, to take shorthand notes from dictation and accurately to transcribe them on a typewriter; to do simple clerical work and general typing; and to do other work as required.

Distinguishing Characteristics of the Work:

All positions of this class require the taking of dictation in shorthand and transcribing it on a typewriter. Time spent in stenographic work may vary in amount from full time to a relatively small proportion of the total time but in all cases it is an essential element of the work. The clerical duties performed by employees of this class are normally repetitive and are carried on according to fixed routines. The duties are not difficult in that the same process, once memorized, is applied repetitively. While the number of steps required to complete a process may be considerable, each step in the process follows a regular and prescribed pattern which has been established and explained either by a superior or through such media as instruction manuals or periodic administrative orders. Any changes in routine are worked out and explained in detail and if a circumstance not contemplated by standard practices should arise, instructions as to how to proceed are given. This class is distinguished from higher levels in the same occupational field by the fact that the decisions which a junior stenographer-clerk has to make do not require the same broad understanding of office practices and procedures, laws, or departmental rules and regulations; the effect of errors is not so vital, and completed work is subject to a much close scrutiny. It is particularly true that almost all actions taken by a Junior Stenographer-Clerk in which even minor elements of judgment are involved will be subject to review and correction by others. In those cases in which a Junior Stenographer-Clerk serves as an information clerk or in a secretarial capacity and has relationships with the public, the information given is largely standardized and the variety of conditions affecting the reply is limited.

Typical Tasks:

Taking shorthand notes from dictation and transcribing them on a typewriter such as: applications, chronological case histories, correspondence, memoranda and other material; independently composing and typing routine correspondence from oral or written instructions; typing State forms, form letters, statistical reports, warrants, claims, payrolls, original and renewal applications for aid, documents, records, tabulations, memoranda, file cards; requisitioning office and other supplies; cutting stencils; posting data on ledger cards; filing correspondence, cases, cards, bulletins, and other subject matter; preparing simple statistical reports from data readily available; making simple arithmetical computations; checking papers and records for clerical and arithmetical accuracy; making personal examinations of county records to investigate property ownership of applicants for aid; meeting the public and giving out routine information regarding the public assistance program; answering telephones and giving out routine information; occasionally operating mimeograph, adding, calculating or other business machines; doing related work as required.

100

at notations to indicate any changes made and to avoid errors. The

There are a number of other things that you can do to help your child learn to read. For example, you can read to your child every day, even if it's just for a few minutes. You can also encourage your child to read by letting them choose their own books and by praising them when they do read.

1990

Minimum Qualifications:

Education: Equivalent to that represented by completion of the twelfth grade, including or supplemented by a course in stenography.

Experience: None required.

Alternate Education and Experience: Eight months of full time paid experience in stenographic and clerical work may be substituted for one year of high school. Maximum substitution allowable: Two years of qualifying experience for three years of high school.

AND

Knowledge:

- (1) Wide knowledge of business English and correspondence.
- (2) Familiarity with modern office practice and procedures.

AND

Ability:

- (1) To take dictation at a speed of not less than 80 words a minute.
- (2) To transcribe dictation at a speed of not less than 20 words a minute.
- (3) To type from straight printed copy or manuscript or type-written material at a speed of not less than 40 words a minute.
- (4) To spell and punctuate correctly.
- (5) To compose routine letters in acceptable business form.
- (6) To take oral and written directions.
- (7) To meet the public tactfully and courteously and to give out routine information at a county welfare office.
- (8) To perform routine clerical work.
- (9) To cooperate and work harmoniously with other employees.

AND

Personal Characteristics:

Willingness to follow a prescribed routine, aptitude and liking for office work, neatness, accuracy, orderliness, good health, and freedom from disabling defects.

JUNIOR STENOGRAPHER-CLERK

-49-

Revised 7/22/42

8/42 31 130

Culbert L. Olson
Governor

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STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

Sacramento
September 26, 1942

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DEPARTMENT BULLETIN NO. 143 Revised B.

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

IN REPLY PLEASE REFER

Subject: Old Age Security TO:
Budgetary Method of Determining Need

I. STATEMENT OF POLICY

The Social Welfare Board on September 15, 1942, adopted the following policy.

"California wishes to provide, on an actual individual measurement of requirements, a type of public assistance to its aged citizens commensurate with the maintenance of the continued well-being of the recipient as well as the provision for the necessities of life.

"In order to adjust California's methods of computing aged aid to the general rise in cost of living since July 1, 1941, and provide under the law for facility in computing excess need occasioned by increased cost of items required for the standard of living in California, a schedule will be set up as a guide by which recipients having income or desiring to earn additional income in agriculture or otherwise and desiring further to be of service to their country in the emergency may receive such assistance as is necessary which, together with such income, will meet their needs as determined under such guides.

"The object is to secure grants of aged aid in an amount which, when added to their income, will meet the entire need of the recipient of aged aid so determined.

"The range of items in the guide shall be adjusted to the quantity and quality required by each individual recipient in determining his continuing need. Consideration of income and resources will be made in the light of the total need so established.

"The guide will, of course, be indicative only and will be modified as the operating experience of the agency dictates such modification."

II. NATURE OF NEW RULINGS

Rulings to implement the above stated policy were adopted on September 23, 1942, and become effective October 1, 1942. The new rulings established under the excess need provision of Section 2020, provide that income (except casual income and inconsequential resources) received may be applied toward total need as measured by a budget which takes into consideration the general rise in the cost of living since July 1, 1941. The difference between total need, as measured by the budgetary method, and the income, represents the amount of aid to which the recipient is entitled except that in no case may the grant of aid exceed \$40 a month, and in no case may the grant of aid plus income be less than \$40.00.

PAUL PERK, Secretary of State
in the office of the Secretary of State
OF THE STATE OF CALIFORNIA

OCT 1 - 1942

FILED

Bulletins 143 Revised, 143 Revised A, and 170 remain in effect, and the policies and procedures as set forth herein are to be followed in addition to those appearing in the above mentioned bulletins.

III. RECIPIENTS TO BE NOTIFIED

It is important that each recipient be informed of the new policy and that an explanation be given of the possible advantages accruing to him should he elect to have his total income applied to his total needs as determined by a budget guide. Therefore, a statement shall be mailed to each recipient of aid not later than November 1, 1942, as follows:

OLD AGE SECURITY NOTICE TO RECIPIENT OF AID

"The Social Welfare Board, in view of the increase in the cost of living since July 1, 1941, adopted on September 15, 1942, a policy with the object of securing grants to recipients of Old Age Security in the amount which, when added to their income, will meet their entire needs.

"The policy recognizes that under the California Old Age Security statute, all income (except casual income and inconsequential resources) must be considered in determining the grant of aid, and it is necessary that you continue to notify the County Welfare Department promptly of any changes in your income.

"The grant of aid to which you may be entitled has not heretofore been determined on the basis of a budget. With the exception of those recipients having need in excess of \$40.00 a month, the aid paid has been the difference between the income received and \$40.00 a month. In accord with the above policy adopted by the Social Welfare Board, if you have income from any source and wish to have the grant of Old Age Security computed on the basis of your total need as determined by a budget, it is your privilege to request the County Welfare Department to determine your grant of aid in that manner. If you decide to have your Old Age Security so computed, it will be necessary for you to give detailed information to the County Welfare Department in regard to your expenditures and living plan as otherwise it will not be possible for the county to prepare a budget to establish the amount of your individual needs.

"The largest amount of aid that may be granted remains at \$40. Therefore, if your grant of aid is now \$40 for the reason that you have no income, and if you are not in a position to earn additional income in agriculture or otherwise, there could be no advantage to you in requesting that your need be determined on a budgetary basis, and you will wish that no change be made.

"If you have income from any source, and are uncertain which is the better method to choose, the County Welfare Department will tell you the effect, if any, a change to the budget basis will make in your grant of Old Age Security."

IV. RECIPIENTS WHO MAY BENEFIT BY NEW RULINGS

Under the provisions of Section 2020 of the Welfare and Institutions Code, the excess need provision of the section is of benefit only to those applicants or recipients who are in receipt of income other than casual income or that resulting from the use of an inconsequential resource. Thus the determination of the grant on a budgetary basis will probably be of immediate benefit only to those recipients who are in receipt of income which is ordinarily considered in determining the grant of aid. However, should recipients at present without income and therefore receiving a \$40 grant, secure employment, or begin to receive income from another source, they may elect to have their grant computed in accord with the budgetary method which takes into account excess need resulting from the general rise in the cost of living.

When a recipient elects to have his total need computed by means of the budgetary method, any necessary adjustment in the grant shall be effective as soon as administratively possible.

V. MEASUREMENT OF TOTAL NEED BY USE OF BUDGET SCHEDULE

A. BUDGET SCHEDULE

The following schedule has been set up as a guide for measuring the requirements of an individual living alone.

Food	\$12.85 (\$22.49, if all meals are
Housing - as paid, for example	20.00 purchased in restaurants)
Utilities - as paid with	
following minima	
Electricity	1.72
Gas	2.10
Water	1.50
Other, for example, heat	2.00
Household operations	3.31
Clothing	4.57
Incidentals and personal needs	10.00
Transportation	3.00
Other needs	
	<hr/> \$61.05

B. EXPLANATION OF ITEMS OF NEED IN BUDGET SCHEDULE.

1. Food.

If the recipient prepares his meals at home or eats with a household group, the figure \$12.85 is used. If he takes all his meals out, use \$22.49. If he boards or pays room and board, the amount as paid is used.

2. Housing.

(a) If the recipient pays rent, the amount paid is used. If two or more persons share the same quarters, the recipient's prorated share of the total rental is used.

(b) If the recipient receives free rent, the estimated value of such free housing as determined by the county represents the amount of housing need. While due regard may be given to the actual value of such housing, the evaluation shall take into consideration the worth of the housing to one who has only limited funds available for his needs.

(c) If the recipient lives in a home which he owns or in which he has an interest, the item of "Housing" is the sum of the costs of ownership and the net value of occupancy, if any, as determined under Bulletin No. 143 Revised. The expenses of ownership include taxes, insurance, assessments, required encumbrance payments, and in addition, the average cost of minor repair and upkeep, which shall be allowed at the rate of \$2.00 a month. (The expense of occasional repair which is not met through the normal upkeep allowance and which is necessary to provide safe, healthful housing or to minimize deterioration, should be included as a separate item of need.)

When the recipient has an interest in the home with other persons, his prorated share of the expenses of ownership shall be added to the value of occupancy, if any, in determining the item of housing, i.e., home owned jointly with wife, 1/2 of expenses of ownership plus occupancy value, if any; if owned jointly by three persons, 1/3 of the expenses of ownership plus occupancy value, if any.

3. Utilities.

Those utilities or services actually used by the individual represent his need. The amounts given in the budget schedule are the minima for a person living alone. If there is need for wood, coal, oil, garbage service, etc., the items are specified in the amount of the average cost as reported by the recipient.

When there are two or more members of the household, the recipient's prorated share may be less than the minimum established for those living alone. If he reports that he pays only such prorated share, the amount as paid by him is the item of need. Should he pay in full the utility bills because others in the household, such as an ineligible spouse, are unable to meet their share, the recipient may be allowed the amount as shown in the budget schedule since this amount represents the extent of his need which would have to be met were he living alone.

4. Household Operations.

This includes cleaning supplies, replacement of ordinary household supplies and equipment, etc., and is the minimum for the individual recipient.

5. Clothing.

This covers minimum need for purchase of new clothing and for clothing renovation.

6. Incidentals - Personal Needs.

This item includes a wide variety of expenditures, as determined by the individual's personal habits and needs; for instance, hair cuts, toothbrushes and tooth powder, home medicine cabinet supplies, insurance, recreation, newspaper, community activities, etc.

7. Transportation.

This is for ordinary transportation needs. There may be recipients who, because of their physical condition, have little use for transportation as such, but in lieu thereof require extra messenger and delivery service. In the rare case in which there is no need for transportation, this item will be omitted.

8. Other needs.

In addition to the items specifically set forth in the budget schedule, there may be other requirements in the individual case such as those indicated in Bulletin No. 143 Revised A, under "Excess Need," as medical care, dentures, etc.

C. EXAMPLES OF DETERMINATION OF GRANT BY MEANS OF BUDGET SCHEDULE

1. A single recipient lives in his own unencumbered home, assessed value \$800.00. Taxes average \$3.00 per month, and payments on a street assessment average \$1.05 per month. Upkeep is \$2.00 per month. His son contributes \$10.00 per month.

<u>Total Need</u>		<u>Income</u>	
Food	\$12.85	Net Value of Occupancy	\$ 4.00
Housing		Contribution from son	<u>10.00</u>
Taxes	3.00		
Assessments	1.05	Total Income	\$14.00
Upkeep	2.00		
Net Value of Occupancy	4.00		
Electricity	1.72		
Gas	2.10		
Water	1.50		
Clothing	4.57		
Household Operations	3.31		
Incidentals	10.00		
Transportation	<u>3.00</u>		
Total Need	\$49.10		
Total Income	<u>\$14.00</u>		
Grant	\$35.10	(The grant may be made in the amount of \$36.00. See Page 10 Difference between Need and Income)	

2. A single recipient lives in his own home, assessed value \$800.00 on which required monthly payments of \$10.00 are made on an encumbrance. Taxes average \$3.00 per month, and payments on a street assessment average \$1.05 per month. Upkeep is \$2.00 per month. His son contributes \$10.00 per month.

<u>Total Need</u>		<u>Income</u>	
Food	\$12.85	Net Value of Occupancy	\$none
Housing		Contribution from son	<u>10.00</u>
Encumbrance	10.00		
Taxes	3.00	Total Income	\$10.00
Assessments	1.05		
Upkeep	2.00		
Net Value of Occupancy	none		
Electricity	1.72		
Gas	2.10		
Water	1.50		
Household operations	3.31		
Clothing	4.57		
Incidentals	10.00		
Transportation	<u>3.00</u>		
Total Need	\$55.10		
Total Income	<u>10.00</u>		
	\$45.10	The grant shall be \$40.00	

3. A single recipient receives free rent and utilities in a rear cottage owned by a sister. The county has determined the value of free rent and utilities to be \$14.00 per month. There is no other income.

<u>Total Need</u>		<u>Income</u>	
Food	\$12.85	Value of free rent and	
Rent and Utilities	14.00	utilities	\$14.00
Household operations	3.31		
Clothing	4.57		
Incidentals	10.00		
Transportation	<u>3.00</u>		
Total Need	\$47.73		
Total Income	<u>\$14.00</u>		
Grant	\$33.73	(The grant may be made in the amount of \$34.00. See Page 10 Difference Between Need and Income.)	

- 4.a. A recipient lives alone in his unencumbered home, assess value \$2600.00. Net value of occupancy is \$8.00, taxes average \$7.00 per month, upkeep is \$2.00. He has earnings of \$5.00 per month. He has need for dentures and has made arrangements to purchase them, paying \$8.00 a month for four months.

<u>Total Need</u>		<u>Income</u>	
Food	\$12.85	Net Value of Occupancy	\$ 8.00
Housing		Earnings	<u>5.00</u>
Taxes	7.00		
Upkeep	2.00	Total Income	\$13.00
Net Value of Occupancy	8.00		
Electricity	1.72		
Gas	2.10		
Water	1.50		
Household operations	3.31		
Clothing	4.57		
Incidentals	10.00		
Transportation	3.00		
Dentures	<u>8.00</u>		
Total Need	\$64.05		
Total Income	<u>\$13.00</u>		

\$51.05 Grant is \$40.00.

- b. Should the above recipient, not wishing to give detailed information regarding his expenditures, or for other reasons, wish to have his excess need determined under the method set forth in Bulletin No. 143-Revised, the computation would be as follows:

<u>Outgo</u>		<u>Income</u>	
Basic needs	\$40.00	Use of home	\$ 8.00
Excess Need	<u>8.00</u>	Earnings	5.00
		Grant	<u>35.00</u>
	\$48.00		\$48.00

5. A recipient feeble physical condition pays .00 per month board and room in a rest home, where all services are provided. He is unable to leave the house, and has no need of transportation. He has income of \$21.00 per month from O.A.S.I. benefits.

<u>Total Needs</u>		<u>Income</u>	
Board and Room	\$40.00	O.A.S.I.	\$21.00
Clothing	4.57		
Incidentals	<u>10.00</u>		
Total Needs	\$54.57		
Total Income	<u>\$21.00</u>		

Grant \$33.57 (The grant may be made in the amount of \$34.00. See page 10 Difference Between Need and Income)

6. A recipient owns an unencumbered home, assessed value \$1200.00, value of occupancy \$5.00, in joint tenancy with his wife and son. The wife is also a recipient. The son pays his share of household expenses, but does not make a contribution. Taxes average \$5.50 per month. The recipient has O.A.S.I. benefits of \$20.00. His only excess need is that resulting from the increase in the cost of living.

<u>Total Needs</u>		<u>Income</u>	
Food	\$12.85	Net Value of Occupancy	\$ 5.00
Housing		O.A.S.I.	<u>20.00</u>
Net Value of Occupancy	5.00		\$25.00
(\$5.50 taxes			
(\$2.00 upkeep			
1/3 of \$7.50	2.50		
Share of utilities	2.00		
Household operations	3.31		
Clothing	4.57		
Incidentals	10.00		
Transportation	<u>3.00</u>		
Total Need	\$43.23		
Total Income	<u>\$25.00</u>		

Grant \$18.23 (The grant may be made in the amount of \$19.00. See page 10 Difference Between Need and Income.)

VI. RECORDING IN THE COUNTY CASE RECORD

A. BUDGET WORK SHEET (Form Ag M518) REQUIRED

In all cases in which the amount of the grant is determined on the basis of total need as established by the budgetary method, the case record shall include Form Ag M518, Budget Work Sheet, on which shall be recorded the full detail of the budget, the source and amount of income to be applied toward total need, and the verifications. Casual income or the value of the use of an inconsequential resource is not considered in determining the grant of aid and shall not be entered on Form Ag M518.

The Budget Work Sheet, Form Ag M518, a copy of which is appended, will ordinarily be completed in longhand and shall be retained in the county record. Complete the identifying data in the upper right hand corner, and indicate if the recipient is living as a member of a household group. If so, enter the number of individuals in the household.

NEED

1. Food. (Leave blank if board and room is paid)

Enter the amount for food in accord with the recipient's living plan, i.e., \$12.85 if living alone or as a member of a household group, and \$22.49 if he eats all meals in restaurants. No verification of the amount is required and no entry is necessary in the "How Verified" column.

If the recipient takes his meals on a board basis, enter the amount paid for board. Verification shall be made, either through receipts in the recipient's possession, by his personal affidavit, or otherwise, and the method used is indicated in the "How Verified" column.

If the recipient pays board and room, leave the "Food" item blank, and also leave blank all other items above item 5, "Board and Room." (See instructions for item 5)

2. Housing. (Leave blank if board and room is paid)

If the recipient lives in other than his own property, enter the rental paid or his prorated share if two or more persons share the same quarters. If free rent is contributed by another, enter the estimated value as determined by the county.

When rent is paid, the amount shall be verified, either through receipts or the recipient's personal affidavit or otherwise, and the method of verification entered in the "How Verified" column. In the case of free rent contributed by another, enter "worker's evaluation" or some other appropriate statement in this column.

If the recipient lives in his own home, complete the appropriate items for costs of ownership, including a \$2.00 allowance for upkeep. If there is a net value of occupancy under the provisions of Bulletin 143-Revised, enter this amount also. If there is no net value of occupancy, enter "none" for this item. Record the total expenses of ownership and net occupancy value, if any. (See page 4 (c) regarding expenses of ownership when the recipient owns an interest in the property with one or more persons.)

In the "How Verified" column, indicate the method by which taxes, encumbrances, etc. were verified, i.e., tax receipts, mortgage book, etc.

3. Utilities. (Leave blank if board and room is paid)

Enter the average cost for the particular utility in the appropriate space. When there is no need for the particular utility enter "none." If an amount is allowed for a utility or service other than as listed, specify opposite "other." (See page 4 item 3)

4. Household Operations. (Leave blank if board and room is paid)

Enter the amount shown in the budget schedule. No entry is required in the "How Verified" column. (When household furniture or equipment is inadequate or substandard to a point where the expense of securing necessary items is in excess of the cost of ordinary household operations, the cost of necessary replacement or of augmenting the present supply should be included under item 9 of Form Ag M518. Refer to Bulletin 143 Revised A, page 2, item 6.)

5. Board and Room.

Enter the amount as paid. Verification is necessary, either through receipts in possession of the recipient or by his personal affidavit, or otherwise. In the "How Verified" column state how the amount was verified.

(Items of need above item 5 do not apply to persons living on a board and room basis.)

6. Clothing.

Enter the amount shown in the budget schedule. No entry is required in the "How Verified" column. (See Bulletin 143 Revised A, page 2, item 6, if additional need for clothing exists, and enter under item 9 of Form Ag M518.)

7. Incidentals.

Enter the amount shown in the budget schedule. No statement is required in the "How Verified" column.

8. Transportation.

Enter the amount as shown in the budget schedule unless the facts definitely establish that the recipient has no need for transportation and does not have other expenses in lieu of it, such as expense for delivery or messenger service, etc. No entry is necessary in the "How Verified" column unless the transportation item is omitted, in which case give the reason either in that column or under "Remarks."

9. Other Needs.

Specify the particular need and show the amount for each need. In this space is entered only those needs which are in addition to the need items specifically set forth in the budget schedule. Verification must be made in accord with the provisions of Bulletin 143 Revised A for the particular item of need, and be recorded in the "How Verified" column, together with a statement of the probable period over which the need will continue.

10. Total Need.

Enter the sum of the individual items of need.

INCOME

Include only that income which is other than casual income or results from the use of an inconsequential resource. (The necessary detail regarding casual income and inconsequential resources must, however, be recorded elsewhere in the case record. See Bulletin 143 Revised A, page 10, item 4.)

Specify each source from which income is received, including the net value of occupancy, if any, and the amount received from each source, together with the method of verification. Record the total amount of income received from all sources.

SUMMARY

Total Need. Enter the total need which is the amount recorded opposite item 10 in the "Need" section of the form.

Total Income. Enter the total income received from all sources as recorded in the section immediately above the "Summary" section of the form.

Difference between Need and Income. Enter that amount which is the result of subtracting the total income from the total need. If the difference between total need and total income is in odd cents, the grant may be computed in that figure which represents the next highest whole dollar.

Amount of Aid Recommended. Enter the amount of aid recommended.

Remarks. For comment as the worker may desire.

Budget Computed By. The signature of the work computing the budget, and the date, are to be shown here.

AFFIDAVIT OF RECIPIENT

When the amount of need for board and/or board and room, rent, or utilities, is verified by the recipient's statement of his expenditures for one or more of these items, his affidavit is required and may be secured in this space. (This space is otherwise left blank.)

C. RECORDING OF GRANT ADJUSTMENT UNDER BUDGETARY METHOD

A copy of the Notice of Change (Form Ag 232) making any necessary adjustment in the grant records the adjustment amount and date on which the adjustment became effective.

VII. REPORTING TO STATE DEPARTMENT OF SOCIAL WELFARE

A. CURRENT CASES

When a recipient elects to have his grant determined by the budgetary method and adjustment in the grant is necessary that fact shall be reported in the usual manner by submission of a Notice of Change, Form Ag 232, to the SDSW. The amount of total need is entered in Column 6 and in Column 7 the notation "Form Ag M518 on file" is made.

It is no longer necessary to report on the Notice of Change the particular items of need which resulted in total need exceeding \$40.00 or the method of verification which established the need to be in excess of \$40.00. The verification of those items of need for which verification is required shall be included in the case record, usually on Form Ag M518, Budget Work Sheet.

B. APPLICATIONS:

When the grant of aid is computed by applying income to total need of an applicant as determined by the budgetary method, that fact shall be reported on the Certificate of Eligibility, Form Ag 201, under "Conditions of Eligibility." Complete item 11 of Form Ag 201 by entering the amount of total need in the "yes" space. Under "How Verified" enter "Form Ag M518 in file."

The verification of those items of need for which verification is required shall be included in the case record, usually on Form Ag M518, but the method of verification of any particular item of need shall no longer be reported to the State Department of Social Welfare.

C. RESTORATIONS

When the grant of aid is computed by applying income to total need as determined by the budgetary method, that fact shall be reported on the Notice of Change, Form Ag 232, by inserting on that form in Column 6 the amount of total need. In Column 7 of Form Ag 232 insert "Form Ag M518 in file."

It is no longer necessary to report on the Notice of Change the particular items of need which resulted in total need exceeding \$40.00, nor the method of verification which established the need to be in excess of \$40.00. The verification of those items of need for which verification is required shall be included in the case record, usually on Form Ag M518, Budget Work Sheet.

* * * * *

A supply of the Budget Work Sheet, Form Ag M518 is forwarded to each County Welfare Department under separate cover. Additional forms may be obtained upon request to the Department of Social Welfare, 616 K Street, Sacramento. A supply of the Notice to Recipient of Old Age Security is also forwarded to each county welfare department.

(Authority: Sections 2020 and
2140, Welfare and
Institutions Code)

Very sincerely yours

Martha A. Chickering
Martha A. Chickering, Director
Department of Social Welfare

Attach.

OLD AGE SECURITY
BUDGET WORK SHEET

CASE NAME _____
STATE NO. _____ Co. No. _____
LIVING AS A MEMBER OF HOUSEHOLD GROUP YES NO

IF YES, NUMBER IN HOUSEHOLD _____

COMPLETE ONLY THOSE ITEMS WHICH REPRESENT NEED OF THE INDIVIDUAL RECIPIENT. IF THE RECIPIENT PAYS BOARD AND ROOM LEAVE BLANK ALL ITEMS ABOVE NUMBER 5 ON THIS FORM.

NEED			INCOME (DO NOT INCLUDE CASUAL INCOME OR VALUE OF INCONSEQUENTIAL RESOURCES.)		
ITEM OF NEED	AMOUNT	HOW VERIFIED	SOURCE	AMOUNT	HOW VERIFIED
1. FOOD			NET VALUE OF OCCUPANCY, IF ANY		
2. HOUSING					
(A) RENT					
(TAXES					
(ASSESSMENTS					
(B) OWN HOME (ENCUMBRANCE					
(UPKEEP					
(NET VALUE OF OCCUPANCY*					
(IF ANY)					
TOTAL					
3. UTILITIES			TOTAL INCOME		
(GAS					
(ELECTRICITY					
(WATER					
(OTHER					
TOTAL					
4. HOUSEHOLD OPERATIONS					
5. BOARD AND ROOM					
6. CLOTHING					
7. INCIDENTALS					
8. TRANSPORTATION					
9. OTHER NEEDS (SPECIFY)					
.....					
.....					
.....					
10. TOTAL NEED					

SUMMARY

TOTAL NEED

TOTAL INCOME

DIFFERENCE BETWEEN NEED AND INCOME

AMOUNT OF AID RECOMMENDED

REMARKS:

BUDGET COMPUTED BY _____, DATE _____

* IF THERE IS A NET VALUE OF OCCUPANCY, ALWAYS ENTER THE IDENTICAL AMOUNT SHOWN HERE IN THE INCOME SECTION.

AFFIDAVIT OF RECIPIENT OF OLD AGE SECURITY

THIS IS TO CERTIFY, THAT I, _____, PAY \$ _____ PER MONTH FOR RENT; \$ _____ PER MONTH FOR BOARD OR \$ _____ PER MONTH FOR BOARD AND ROOM; AND THAT THE AVERAGE MONTHLY COST OF MY UTILITIES IS \$ _____.

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____, 19____.

NAME _____ TITLE _____

SIGNATURE OF COUNTY CLERK OR PERSON QUALIFIED TO ACKNOWLEDGE AFFIDAVIT

SIGNATURE OF AFFIANT

MAIN OFFICE
SACRAMENTO
516 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
935 MARKET ST.

Culbert L. Olson
Governor

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

Sacramento
October 9, 1942

1299

FILED
in the office of the Secretary of State
OF THE STATE OF CALIFORNIA

OCT 19 1942

PAUL PECK, Secretary of State

By *Chris Gray*
Deputy

MANUAL LETTER NO. 27

IN REPLY PLEASE REFER
TO

SOCIAL WELFARE BOARD
ARCHIBALD B. YOUNG, CHAIRMAN
900 S. SAN RAFAEL AVENUE
PASADENA
MRS. MARY E. BARKWILL
ROUTE 1, BOX 75
LINCOLN
MELVYN DOUGLAS
5484 WILSHIRE BOULEVARD
BEVERLY HILLS
MRS. T. G. EMMONS
POST OFFICE BOX 12
SALINAS
ERWIN M. HIRSCHFELDER
150 FRONT STREET
SAN FRANCISCO
BEN KOENIG
1600 NORTH VINE STREET
LOS ANGELES
J. STITT WILSON
1745 HIGHLAND PLACE
EMERYVILLE

You receive herewith a chapter on Investigation and Decision; a portion of the chapter on Financial Procedures, Payment of Aid; Residence, Revisions 25 and 26; Relatives, Revisions 10, 11, and 12; Real Property, Revision 34; and Personal Property, Revision 12. This material is to be entered in your copy of the Manual of Policies and Procedures, and the revision numbers canceled on the separators for the revised chapters.

The revisions on Real Property and Personal Property were adopted by the SSWB on July 22, 1942, the revisions on Residence and Relatives, and the portion of the chapter on Financial Procedures on August 27, 1942, and the chapter on Investigation and Decision on August 28, 1942. All additions and revisions become effective immediately. All actions by boards of supervisors on Applications and Notices of Change 90 days or later from the date of issuance of these additions and revisions shall be in accord with them.

You will find at the bottom of this letter an index for the Payment of Aid Section, which is to be fastened to the manila separator in front of the Financial Procedures Chapter of the Manual.

Your attention is directed particularly to the following:

Sec. 237-75 presents the revision of Form CA 201 with instructions for its completion.

Sec. 235-95, Standards of Adequate Care - ANC, sets forth the policy regarding the care of children in their own home and possible referral to the juvenile court when care in their own home is inadequate.

Secs. 235-35 and 235-40 mention Secs. 193-10, Classification of Half-Orphan, Parent Deceased, and 193-12, Classification of Half-Orphan, Presumptive Death Established. Revision of SEC. 193-10 and addition of Sec. 193-12 will be printed in the near future.

Sec. 250-10 sets forth the requirement for notification of approval of grant in ANC.

Secs. 132-52 and 144-10 have been revised as the time at which title to property left by a decedent vests in his heirs differs in various states.

Statements contained in the Manual take precedence over the same material previously released in bulletins.

Form CA 201 will be supplied by the SDSW until the printed forms can be purchased from the State Printing Plant, which should be approximately November 1, 1942.

The following Table of Contents is to be fastened to the manila separator under Payment of Aid Section of Financial Procedures Chapter of the Manual.

MODE OF PAYMENT	SEC. 610-10
TIME OF PAYMENT	610-20
RECIPIENT OF PAYMENT	610-40
IDENTIFICATION ON WARRANTS	610-50
PAYMENT TO INMATE OF PUBLIC INSTITUTION; OAS; ANB; APSB	610-60
CERTIFICATION OF PAYMENT AFTER RELEASE OF INMATE FROM INSTITUTION, OAS; ANB; APSB	610-70
RESTRICTED OR CONDITIONAL PAYMENT	610-80
DUPLICATION OF GR (ALSO KNOWN AS IN) AND PUBLIC ASSISTANCE PAYMENTS	610-90
PAYMENT WHEN GRANTEE DIES, OAS; ANB; APSB	611-00
PAYMENT WHEN CHILD DIES, ANC.	611-10
PAYMENT WHEN PAYEE DIES	611-20
ENDORSEMENT OF WARRANTS	611-30
SIGNATURE CARD FILE	611-40
BEGINNING DATE OF AID	611-50
INITIAL PAYMENTS	611-60
RETROACTIVE INITIAL PAYMENTS, OAS	611-70
PAYMENTS MADE UPON ORDER OF THE SSWB	611-80
CANCELLATION OF AID WARRANTS	611-90
FINANCIAL RECORDS FOR INDIVIDUAL CASES	612-00

INVESTIGATION AND DECISION

General Investigation Procedure

Provisions of Law Regarding Investigation	Sec. 230-05
Definition of Investigation and Decision	230-20
Scope and Method of Investigation	230-25
Authorization and Consent for Investigation	230-35
Social Service Exchange	230-40
Evaluation of Evidence	230-45
Guardianship, OAS; ANB; APSB	230-60
Home Visits During Investigation	230-75

Verification of Eligibility

Age Verification, OAS; ANB; APSB	231-00
Age and Birth Verification, ANC	231-05
Instructions for Evidence of Age Form, ANB; APSB	231-10
Citizenship Verification, OAS	231-50
Non-County Residence Procedure, OAS; ANB; APSB	232-00
Applicants' Affidavit of Intent as to Residence in Non-County cases, OAS; ANB; APSB	232-05
Affidavit Regarding Residence of Applicant	232-10
Non-County Residence Procedure, ANC	232-20
Affidavit of County Residence, ANC	232-25
Statement Re Non-County Residence, ANC	232-27
Change of County Residence Prior to Granting of Aid	232-40
Real and Personal Property Verification	233-00
Income Verification	233-25
Plan for Self-Support, ANB; APSB	233-50
The Statement of Responsible Relatives of Applicant, OAS; ANB; APSB	234-00
Relatives' Ability to Support, ANC	234-05
Divorce Verification	234-25
Physician's Reports on Eye Examinations, ANB; APSB	235-00
Requirements for Federal Participation, ANC	235-15
School Attendance as Requirement for Federal Participation, ANC	235-20
School Attendance Verification, ANC	235-25

Verification of Classification

W. O. and Fdgl. Classification Verification, ANC	235-35
H. O., Parent Deceased, or Presumptive Death Established Verification, ANC	235-40
W. F. U., Verification, ANC	235-45
Dependent Illeg. Verification, ANC	235-50
P. C. I., Verification, ANC	235-55
Adoption by One Person Verification, ANC	235-60
Abandonment Classification, Verification, ANC	235-65
T. B. F. Classification, Verification, ANC	235-70
C. I. F. Classification, Verification, ANC	235-75

Miscellaneous Verifications

Condition of Tuberculous Person in Home Verification, ANC	235-80
Standards of Adequate Care, ANC	235-85
Investigation of Transportation of Needy Children Outside State, ANC	235-95

Instructions on Forms and Recording

Instructions for Summary of Information from Review of Documentary Evidence, OAS	236-00
Instructions for Summary of Information from Review of Documentary Evidence, ANC	236-10
Instructions for Report of Investigation, OAS; ANB; APSB	236-20
Content of Case Record, OAS; ANB, APSB	236-30
Purpose and Method of Recording in ANC	236-40
Topical Outline in ANC Recording	236-50
Purpose of Certificate of Eligibility	237-00
Instructions for Certificate of Eligibility, OAS	237-10
Instructions for Certificate of Eligibility, ANB; APSB	237-50
Instructions for Certificate of Eligibility, ANC	237-75

Disposal of Applications

Disposal of Applications	250-00
Reporting Action on Applications to SDSW	250-05
Reporting Action of Board of Supervisors to Applicants	250-10
Forms Used in Investigation Procedures	250-99

REVISION RECORD

Revisions issued in changing this chapter will be numbered in sequence. Changes made will be indicated by a vertical line in the margin of the corrected page, against the line or lines changed.

IT IS IMPORTANT that the holder of this Manual check the numbers below, corresponding with the numbers of the revisions when the latter have been incorporated in the Manual and the old pages removed, and that the State Department of Social Welfare be promptly notified in the event a number is passed without receipt of the corresponding numbered sheet.

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30

230-05 Sec. 230-05 Provisions of Law Regarding Investigation

OAS; ANB; APSB; ANC

W&IC Secs. 1550; 2181; 2183; 3082; 3085; 3460

In OAS, the county shall upon receipt of an application for aid promptly without any unnecessary delay and with all diligence make the necessary investigation. Such investigation shall be completed within 90 days after receipt of the application.

A county shall have a period of 90 days after the date of application within which to determine whether or not the applicant is eligible for assistance, and the aid shall be granted to him from the first day of the month in which the determination is made that he is eligible but in no event shall the aid commence prior to the date of application. If the investigation is not completed at the end of the 90-day period, the investigation shall continue until completed; and if eligibility is established, aid shall begin as of the first day of the month following the end of the 90-day period.

In ANB and APSB, the county shall immediately investigate all applications for aid. Such investigation shall be completed within 90 days after the receipt of the application. The board of supervisors shall file with the SDSW a record of their action on each application.

In ANC, the county shall promptly investigate all applications in the manner and on forms prescribed by the SDSW. The county shall approve or deny such applications.

230-20 Sec. 230-20 Definition of Investigation and Decision

OAS; ANB; APSB; ANC

W&IC Secs. 114; 1560; 2140; 3075; 3460

Investigation is the process of careful inquiry into the circumstances of the applicant and in ANC parent and/or children as related to the conditions of eligibility established by law and the rules and regulations of the SDSW. It includes the accumulation of the best factual information available to substantiate the applicant's claim, the weighing and evaluation of this information and is completed by the action of the county board of supervisors approving or denying the application.

230-25 Sec. 230-25 Scope and Method of Investigation

OAS; ANB; APSB; ANC

W&IC Secs. 2160(e); 3044; 3444

The type of investigation is the same for OAS, ANB, APSB, and ANC, but the scope of the inquiry varies with the eligibility requirements for the type of aid requested and the situation of the individual. The investigation of the application for OAS, ANB, and APSB of an inmate of a public institution shall be carried on in the same manner as other investigations. (See Sec. 160-00, Provisions of W. & I. C. Regarding Institution Inmates.)

The applicant is the first source of information. An explanation should be made to him regarding the requirements of eligibility and method of investigation that will follow. Investigation should be undertaken with the full knowledge and consent of the applicant, and, whenever possible, with his participation. His rights under the law, including his right to a fair hearing, should be explained to him. The applicant shall not be required to establish his own eligibility or that of the child on whose behalf he is applying for aid, nor are his statements alone sufficient to prove eligibility, although documents in his possession may substantiate many of his claims. It is the responsibility of the applicant in so far as he is able to give information to assist the county in establishing eligibility. (See Sec. 202-15, Services Rendered by County to Applicants.)

The applicant should be informed at the beginning of the investigation that it is his responsibility to notify the county immediately of any change of address, or change in financial condition, including a change in income or in real or personal property holdings.

Sec. 230-00 Provisions of the W. & I. Code Regarding Investigation and Decision

Old Age Security	Aid to Needy Blind Aid to Partially Self-Supporting Blind Residents	Aid to Needy Children
<p>The county shall upon receipt of an application for aid promptly without any unnecessary delay and with all diligence make the necessary investigation. Such investigation shall be completed within 90 days after receipt of the application. (W. & I. C. 2181.)</p> <p>The county shall have a period of 90 days after the date of application within which to determine whether or not the applicant is eligible for assistance, and the aid shall be granted to him from the first day of the month in which the determination is made that he is eligible, but in no event shall the aid commence prior to the date of application. If the investigation is not completed at the end of the 90-day period, the investigation shall continue until completed; and if eligibility is established, aid shall begin as of the first day of the month following the end of the 90-day period. (W. & I. C. 2183.)</p> <p>No question, inquiry, or recommendation under the OAS law or the rules of the SDSW shall relate to the political or religious opinions or affiliations of any person and no grant or denial of aid under the OAS law shall be in any way affected or influenced by such opinions or affiliations. (W. & I. C. 2010.)</p>	<p>The county shall immediately investigate all applications for aid. Such investigation shall be completed within 90 days after the receipt of the application. (W. & I. C. 3082 and 3460.)</p> <p>The board of supervisors shall file with the SDSW a record of their action on each application. (W. & I. C. 3085.)</p>	<p>The county shall promptly investigate all applications in the manner and on forms prescribed by the SDSW. The county shall approve or deny such applications. (W. & I. C. 1550.)</p>

230-45 **Sec. 230-45 Evaluation of Evidence**

W&IC Secs. 114; 1560; 2140; 3075; 3460

OAS; ANB; APSB; ANC

Information secured in the process of investigation will have little worth unless it is evaluated, correlated, and interpreted in relation to eligibility. A systematic examination of the possible sources of information will result in a saving of time and energy by determining where the most reliable information can be secured in the shortest period of time. The best evidence available should be used.

The definition of legal evidence set forth in the Glossary may assist in evaluating information, but the presence of social evidence should not be overlooked in making the decision. Original, positive, direct, or primary evidence shall be used when available. The facts in each investigation will determine when information adequate to establish eligibility has been secured. When evidence obtained points to a given conclusion but is not sufficient to establish it, further evidence shall be secured.

Investigation should be directed toward the accumulation of factual information. The worker who keeps in mind that the information secured in the investigation is for the benefit of the applicant (or children on whose behalf the application has been made) as well as the county will be less likely to mistake opinions or rumors for facts.

When there is conflict between the applicant's sworn statement and competent evidence, decision shall rest upon the facts established by the evidence. (See Sec. 107-10, Conflicting Evidence of Age.) A conflict in information from two apparently equally reliable sources usually means that not all facts have been discovered and further inquiry is indicated until reasonable doubt is resolved. When conflicting evidence cannot be reconciled, the data substantiated by a preponderance of evidence should be used. In determining preponderance of evidence consideration should be given to the relative merit of the various pieces of evidence to determine that evidence which has greater validity. When information given by various references comes from the same source, such evidence can be considered as only one item of evidence.

Evaluation of the source of information is essential. In making such an evaluation, the following questions may be considered: What is the source of the reference's information? Is it based on first-hand observation or hearsay? What is the bias or self-interest of the person? Would his motives affect his reliability as a reference?

All information offered as evidence should be examined from the point of view of internal consistency; i.e., does the evidence agree within itself? Inconsistency may indicate that further clarification is necessary either through further discussion with reference or through use of other sources. Evidence should likewise be evaluated from the point of view of information previously secured and, at the time of final decision, in the light of all available data.

In selecting sources of information to establish eligibility or in attempting to resolve conflicting information, the following suggestions may be of assistance:

1. The weight assigned to any statement, whatever its source, must be appraised with respect to any possible motive the person making the statement may have had for varying the facts; e.g., applicants for life insurance or older persons seeking work may have motives for understating age. Young applicants for employment, marriage licenses, or other licenses may overstate age. Every statement, whether contained in a document or not, must be considered in relation to the purpose for which it was made or to possible motives of the informant.
2. The most reliable record is usually that which was made for the purpose of maintaining archives or registers. This is the basis of the importance of vital statistics, census enumeration, Bible entries, and even family correspondence. Such records may have been conditioned by motives or the data sought in them may have been reported casually on the basis of observation rather than fact, as in the case of census entries. Where, however, the record was made when the event occurred and the written statement was intended as a family genealogy or official register, such a record is usually valid.

No question, inquiry or recommendation under the OAS law or the rules of the SDSW shall relate to the political or religious opinions or affiliations of any person and no grant or denial of aid under the OAS law shall be in any way affected or influenced by such opinions or affiliations.

Records of private and public social agencies, hospitals, clinics, schools, records of various county officers such as the recorder, assessor, etc., and the records of vital statistics department, etc., frequently contain information pertinent and necessary to the investigation. The applicant's written consent authorizing release of information from records other than those open to the public is required in most instances. The applicant should understand the reason for such investigation and his consent should be obtained. (See Sec. 230-35, Authorization and Consent for Investigation.) The circumstances in the individual case may make necessary communication with employers, physicians, landlords, churches, religious groups, lodges, clubs, societies, organizations, trade unions, fraternal and professional groups, public libraries, parent-teacher associations, Girl and Boy Scouts, morticians, creditors, insurance companies, etc.

Sec. 230-35 Authorization and Consent for Investigation

230-35

OAS; ANB; APSB; ANC

W&IC Secs. 114; 1560; 2140; 3075; 3460

The applicant (and in OAS, ANB, and APSB the spouse when applicant is married) shall sign an Authorization for Financial Investigation (Form Ag, Bl, CA 228) and other forms required in verifying income and real and personal property, whether the property be community or separate. (See Form Ag, Bl, CA 228 in Sec. 250-99, Forms Used in Investigation Procedure.)

In ANC, the information authorized for release to the county shall include that pertaining to parents and/or children for whom aid is requested. A parent who has made an ANC application is required to sign Form CA 228. Exception: When an application is made by someone other than the parent, and the parent, while in a Federal or State institution, refuses to sign Form CA 228, aid shall not be denied. The investigation shall continue using other available resources to ascertain the parents' financial situation.

Special forms may be devised by the county to cover specific types of inquiries.

When a bank account, insurance policy, etc., is carried in a name not used in the application and/or other supporting papers, both names shall be used in consent forms. A clear statement of reason for variation in name, and, if necessary, an affidavit establishing identity, shall be secured.

Full identifying data should be given in order that the organization of which inquiry is made may be able to locate records pertaining to the applicant without necessity for further correspondence.

Some agencies which require written authorization for release of information are: (1) Federal agencies, such as the U. S. Census Bureau, U. S. Post Office (concerning postal savings), Veterans' Facility, Adjutant-General's Office, RRB and the OASI Bureau; (2) insurance companies, and firms dealing with private financial matters, including stock brokers; (3) employers; (4) hospitals, physicians, clinics, and medical agencies. When a form is prescribed by an agency; e.g., OASI Bureau, all the data called for should be given.

Sec. 230-40 Social Service Exchange

230-40

OAS; ANB; APSB; ANC

W&IC Secs. 114; 1560; 2140; 3075; 3460

Clearance through a confidential index or social service exchange enables the county to determine the social agencies to which the applicant may have been known or is known. Clearance, when possible, should be made after identifying data have been obtained from the applicant and before the first interview with him. (See Glossary, Social Service Exchange.)

Case records of social agencies may contain facts or substantial information pertinent to the applicant's eligibility for aid covering points such as age, residence, property, income, employment history, health, paternity, missing relatives, resources, etc. One agency's records may indicate other social agencies or organizations which have information concerning applicant.

When a guardian is appointed subsequent to the granting of aid, report shall be made to the SDSW in accord with the following procedure:

1. Guardian of the estate (or person and estate)—Form DPA 5 shall be forwarded to the SDSW together with a Notice of Change (Form Ag, Bl 232), reporting the change of payee effective with the first of the month following the date letters of guardianship were issued.
2. Guardian of person—Form DPA 5 shall be completed during the next annual reinvestigation and forwarded to the SDSW with the Certificate of Reinvestigation of Eligibility (Form Ag, Bl 207, Bl 207a, or Form Ag, Bl 208, Bl 208a).

When a recipient who has a guardian of the person, or the estate, or both, moves to another county and transfer arrangements are contemplated, it shall be the responsibility of the first county to notify the second county of the guardianship by attaching a copy of Form DPA 5 to the Notification of Transfer (Form Ag, Bl 215), forwarded to the latter county. (An individual who has a guardian of the person is not capable, himself, of exercising the requisite intent to establish residence; but the guardian may, by expression or action, fix the residence for his ward.)

When the letters of guardianship are vacated and a recipient's guardian discharged, or guardianship is terminated by the death of guardian, the county shall notify the SDSW immediately giving date of termination.

The costs of guardianship, i.e., court costs, attorney and bonding fees, etc., do not constitute a need of the individual to be considered in determining the grant of aid, and such costs may not be paid from the grant of aid.

Aid shall not be granted to a ward when the guardian of his estate is an employee of the county welfare department. Aid may be granted to a ward whose guardian of the estate is an employee of the SDI provided the ward is otherwise eligible. (There is no Federal participation in such aid.)

230-75 Sec. 230-75 Home Visits During Investigation

OAS; ANB; APSB; ANC

W&IC Secs. 114; 1560; 2140; 3075; 3460

A home visit shall be made during the investigation of the application when there are reasonably adequate public transportation facilities available to the home. When, due to travel restrictions, a home visit cannot be made, an interview shall be held elsewhere with the applicant and his living arrangements as reported by him shall be recorded. The case record shall set forth the conditions which made a home visit impossible. When an applicant is bedridden, a home visit is necessary.

When a home visit is made in ANC, the family's living arrangements and standards should be ascertained by observing the physical aspects of the home, housekeeping standards, household management, and family's cultural or recreational interests and activities.

231-00 Sec. 231-00 Age Verification

OAS; ANB; APSB

W&IC Secs. 2160(a); 3040; 3430

The county shall secure verification that the applicant for OAS has, or has not, reached the age of 65. It is the responsibility of the applicant in so far as he is able, to give information to assist the county in securing verification of age in accord with the provisions of the Age Chapter, 105-00.

In ANB and APSB see Sec. 106-05, Proof of Age Required in ANB and APSB.

All proof of age obtained by the county or information regarding age taken from documents which are returned to the applicant shall be retained in the county record, and the record shall show that any conflicts which appear in the various pieces of evidence have been reconciled. Original documents such as birth or baptismal certificates or other documents of personal value to the individual should remain in his possession. (See Sec. 236-00, Instructions for Summary of Information From Review of Documentary Evidence, and Sec. 231-10, Instructions for Evidence of Age Form.)

3. Contemporaneity of a record with the event it records gives a document substantial importance. A record of birth made at the time of birth, for example, would have greater validity than a registration within the past two years of a birth occurring prior to that time. Facts often become distorted with time and records made later than the event itself may be colored by motives other than that of making a record for the record's sake.

Documentary evidence such as public records may be more accurate than other types of evidence. When information secured during the investigation raises a question concerning the validity of documentary evidence, further inquiry is necessary. The document's source should be evaluated when there is reason to question its adequacy. When a public record is based on a personal affidavit made after the event, the affiant's motives and basis of his knowledge should be considered in determining the relative value of the document. Original documents may be more reliable than copies of such documents since one source of error, that of miscopying, is avoided.

The source of all data establishing eligibility shall be given in the case record. When the worker has reason to question a statement of a reference, the reason for such doubt should be clearly indicated. Observation of the worker may indicate the informant's attitude and character and, as such, may be important. Observation should, however, be specifically reported as impressions and supported by a full account of the events, occurrences, or behavior which the worker noted.

Sec. 230-60 Guardianship

230-60

OAS; ANB; APSB

Prob. C. 1460; W&IC Secs. 114; 1560; 2140; 3075; 3460

Guardians may be appointed when necessary for persons unable to manage and care for themselves or their property without assistance. Only a person who has been granted letters of guardianship by a court of competent jurisdiction may act as guardian. (See Glossary—Guardian and Ward for definition of terms, method of appointment, etc. See Sec. 201-10, Person Making Application.)

One who is guardian of the person only may not act for his ward in financial matters. Therefore, the signature of the ward and that of the guardian of the person are required on the Application (Form Ag, Bl 200, Bl 200a), recipient's Affirmation of Eligibility (Form Ag, Bl 206), or other documents relating both to the person and to the financial affairs of the ward. The signature of the guardian of the person is the only signature required on affidavits or other documents pertaining to the person or whereabouts of the ward such as age, citizenship, residence, etc. Guardianship of the person does not affect the payment of aid, and warrants shall be made payable to the recipient whose signature remains valid on all financial documents.

One who is guardian of the estate only has no responsibility for the person or whereabouts of his ward. His signature and that of the ward are required on Forms Ag, Bl 200, Bl 200a, and Ag, Bl 206, or other documents relating to both the person and to the financial affairs of the ward. The signature of the guardian of the estate is the only signature required on documents pertaining solely to the finances and property of the ward such as authorization for financial investigation, property conveyances, financial contracts, warrants, etc. If aid is granted, the warrants are made out to the guardian of the estate and are delivered to him. Only his endorsement of such warrants is valid and the guardian's signature should be included in the county signature file.

A guardian of both the person and estate has entire responsibility for the person of the ward and his financial affairs. Only his signature is valid on any and all documents relating to the ward or his financial affairs.

When a guardian of the person or of the estate, or of both the person and the estate, has been appointed prior to the date aid is granted, Summary of Letters of Guardianship (Form DPA 5) shall be submitted to the SDSW with the Certificate of Verification of Eligibility (Form Ag, Bl 201, Bl 201a). (See Sec. 250-05, Reporting Action on Applications to SDSW.) A copy of Form DPA 5 shall be attached to each copy of the Form Ag, Bl 201, and Bl 201a retained for county use. (See Form DPA 5 in Sec. 250-99, Forms Used in Investigation Procedure.)

Sec. 231-05 Verification of Age and Birth

W&IC Sec. 1522

231-05

ANC

The Age Chapter, 105-00, lists acceptable evidence of age and birth in ANC.

Birth certificate or verification from a state bureau of vital statistics or county recorder, or baptismal certificate are preferred types of birth evidence.

When birth is not verified by a preferred type of evidence, the case record shall show the efforts made by the county to secure such evidence.

Sec. 231-10 Instructions for Evidence of Age Form

231-10

ANB; APSB

W&IC Secs. 114; 3040; 3430

Summary of Evidence of Age (Form BI 203) shall be used when the county record does not contain the original age evidence which is required when the applicant states he is less than 21 years of age. (See Sec. 106-05, Proof of Age Required in ANB and APSB.) Original documents, such as birth or baptismal certificates or other documents of personal value to the individual should remain in his possession.

The nature and date of the original evidence and the place where it may be reviewed shall be recorded on Form BI 203. Under "Evidence is in possession of" give permanent location of the evidence, including address of the person who has it. The county worker who reviewed the evidence shall sign and date the form.

Sec. 231-50 Citizen Verification

231-50

OAS

W&IC Sec. 2160(b)

The county shall ascertain the citizenship status of the applicant for OAS in accordance with the provisions of the Citizenship Chapter, 112-00. It is the responsibility of the applicant in so far as he is able, to give information to assist the county in securing such verification.

Information regarding citizenship shall be retained in the county case record. The record shall show that any conflicts which appear in the various pieces of evidence have been reconciled. Original documents such as naturalization certificates or other documents of personal value to the individual should remain in his possession. (See Sec. 236-00, Summary of Review of Documentary Evidence.)

Sec. 232-00 Non-County Residence Procedure

232-00

OAS; ANB; APSB

W&IC Sec. 2160(c&d); 3043; 3042; 3432

Except as investigation of eligibility relates to residence, applications involving non-county aid are handled in exactly the same manner as those in which the county participates in the payment of aid. (See Sec. 122-15, Non-County Residence.)

The county shall determine when aid is to be paid on a non-county basis by obtaining the following:

1. Evidence of applicant's State residence; in ANB and APSB two completed Affidavits of Residence (Form BI 221). (See Sec. 129-00, Determination of State and County Residence.)
2. Applicant's Affidavit of Intent As to Residence (Form Ag, BI 204).
3. Verification of date applicant established residence in present county.
4. Verification of date residence in county of application was lost if applicant formerly had residence in present county.

Original or certified copies of the foregoing shall be submitted to the SDSW with Application (Form Ag, BI, CA 200, BI 200a) when aid is to be paid on a non-county basis, and exact copies shall be retained in the county case record.

232-05 Sec. 232-05 Applicant's Affidavit of Intent as to Residence in Non-County Cases

OAS; ANB; APSB

W&IC Secs. 114; 2160(c&d); 3042; 3043; 3432

The Applicant's Affidavit of Intent as to Residence (Form Ag, Bl 204) shall be completed for every application recommended for non-county aid. Ordinarily the form is completed at the time the application is signed.

The applicant certifies to the date on which he came to the county of application and the date on which by intent he established a residence therein. The applicant also reports as accurately as possible his whereabouts for the past three years immediately preceding the date of application and reason for each removal. If this report shows that the applicant formerly lived in the county in which the application is made, determination shall be made as to whether this residence has been lost. There may be instances when the history of the applicant's residence over a longer period must be secured but, generally, a record of his whereabouts for the past three years is sufficient.

232-10 Sec. 232-10 Affidavit Regarding Residence of Applicant

OAS; ANB; APSB; ANC

W&IC Secs. 114; 2160(c&d); 3042; 3043; 3432; 1512; 1525; 1526

The Affidavit regarding Residence of Applicant (Form Ag, Bl, CA 221) is completed by persons who have knowledge of an applicant's residence. In OAS, this form is the most frequently used evidence of State and county residence. (See Sec. 129-00, Determination of State and County Residence.) For each approved ANB or APSB application two such forms properly completed, as set forth in Sec. 129-00, are required. This form may be used when necessary in ANC (see Sec. 129-05, Proof of State Residence). The signature on the form shall be acknowledged by a person qualified to acknowledge an affidavit.

232-20 Sec. 232-20 Non-County Residence Procedure

ANC

W&IC Secs. 114; 1512; 1525; 1526

Except as the investigation of eligibility relates to residence, applications involving non-county aid are handled in exactly the same manner as those in which the county participates in the payment of aid. In ANC, investigation of eligibility for non-county aid shall include the following:

1. Evidence of State residence (see Secs. 121-20, State Residence, and 129-05, Proof of State Residence).
2. Statement of Non-County Residence (Form CA 234) shall be submitted on every non-county case to show child's county residence during the one year immediately preceding the date residence was established in county of application and how such residence was determined.
3. Evidence of county residence. When a child's residence is determined by his parent, parents, or guardian (see Sec. 122-10, Determination of County Residence), the following shall be obtained:
 - a. Affidavit of County Residence (Form CA 204) giving date of parents or guardians arrival in county, date on which residence was established by union of act and intent, and a report of residence during the year immediately preceding the date residence was established in county of application.
 - b. Evidence verifying parents or guardians statement on Form CA 204 such as employment record, public record, rent or utility receipts, etc., or an affidavit of a person other than parent or applicant with personal knowledge of the parent's or guardian's residence for the period in question. When guardian determines child's county residence, county shall also obtain a certified copy of the guardianship award or review such award and complete the Summary of Information from Documentary Evidence (Form CA 203).
 - c. When a child is a ward of the juvenile court, and his residence is not governed by a parent or guardian, the written statement of the representative of the juvenile court or probation officer verifying date child was adjudged a ward of the juvenile court and the section of the juvenile court law under which such action was taken, or Form CA 203 of the county

The county should explain to the applicant the procedure which is followed should he change his residence while the investigation is being completed and the possible delay in the granting of aid which may result from such removal.

When there is a change in residence, the first county shall expedite investigation in the second county by placing at its disposal the information gained in its investigation.

If aid is granted by the board of supervisors before prior change of residence is discovered, the first county may continue aid until the earliest date agreeable to both counties, at which time the second county grants aid on a non-county basis until the required period of residence is completed.

233-00 Sec. 233-00 Verification of Real and Personal Property

OAS; ANB; APSB; ANC W&IC Secs. 1520; 1521; 2163; 2164; 2165; 2165a; 3047; 3447

Real and personal property shall be verified through the sources indicated and in the manner outlined for the various types of real and personal property. (See Chapters 130-00, Real Property, and 140-00, Personal Property.)

Verifications obtained shall be retained or reported in the county record. The report of interviews or of examination of documents shall include the source of verification, the findings, and the dates of steps in the investigation. The name or names of those participating in the investigation should be recorded and the signature or initials of the person searching the records should be on any special forms. The county case record shall contain a complete explanation of any complicated situation regarding the property.

233-25 Sec. 233-25 Verification of Income

OAS; ANB; APSB; ANC W&IC Secs. 1523; 2020; 3084; 3472

All income received by an applicant for OAS, ANB, APSB, and in ANC by parent and/or children shall be verified and the net income determined. In OAS, ANB, and APSB, the case history shall show the methods used in verifying the gross income and in computing the net income, indicating those items which were deducted from the gross income in determining the net income. In ANC, the budget for the family unit shall show how the net income was determined.

The method of verification varies with the type of income. Ordinarily, income should be verified through the most direct source, such as employer, tenant, bank, etc. When employment is irregular and performed for different employers, or when the applicant operates his own business, his own record of his income and/or disbursements may be the only source of verification. He may have in his possession documents which substantiate his statements.

233-50 Sec. 233-50 Verification of Plan for Self-Support

ANB; APSB W&IC Secs. 114; 3047; 3075; 3473

To determine whether an applicant for or recipient of APSB is able to secure and willing to use resources and income he is permitted to retain for the purpose of achieving self-support, and whether an applicant for or recipient of ANB, who owns cash and securities in excess of \$500, has a plan for rehabilitation, the following criteria should be applied:

1. He has a reasonably adequate plan which may lead to self-support.
2. He evinces a sincere and sustained effort to further that plan.

The amount of money earned by an applicant or recipient is not a criterion in determining adequacy of the plan if the foregoing qualifications are met.

The county shall discuss with the applicant or recipient his plan for achieving self-support. The plan should be evaluated with the participation of the applicant or recipient, giving consideration to

worker covering the same information shall be obtained. If the child has been committed to the care and custody of a person other than the probation officer, the same evidence verifying that person's residence shall be obtained as is required above for the parent or guardian.

- d. When a child's residence is determined by his physical presence (see Sec. 122-10), Section B of Form CA 204 should be completed verifying the exact date of child's last arrival in county of application and his continuous physical presence since last arrival. This may also be verified by public records such as those of institutions, hospitals, welfare departments, etc. Information taken from such records may be summarized on Form CA 203.
- e. When a child's residence is governed by the court's action declaring him permanently free from the custody and control of his parents, verification shall be obtained of the date on which child was declared permanently free from the custody and control of his parents and the county in which the court order was issued.

Sec. 232-25 Affidavit of County Residence W&IC Secs. 114; 1512; 1525; 1526

232-25

ANC

Section A of Affidavit of County Residence (Form CA 204) establishes intent of the person determining child's residence and also reports his residence during the year immediately preceding the date residence was established in the county of application. If there have been changes in county of residence within the year covered by this report, it is essential that the person's intent as to residence at the time each change was made be shown under the appropriate heading. If the person determining residence for the child formerly resided in the present county of application, Form CA 204 shall clearly establish that such former residence was lost in order to prove eligibility to non-county aid.

Section B of Form CA 204 is used when the child's residence is determined by physical presence, except when such physical presence is verified through continuous public records.

Sec. 232-27 Statement Re Non-County Residence

232-27

ANC

W&IC Secs. 114; 1512; 1525; 1526

Statement Re Non-County Residence (Form CA 234) is used to report the county's investigation of the basis for determining the child's residence at the time of application and during the year immediately preceding the date residence began in county of application. This form is required for every application submitted on a non-county basis. One Form CA 234 may be used for all children in one family whose residence is determined by the same set of facts (e.g., residence of parent or guardian, same period of physical residence, etc.) Form CA 234 shall show each change in the basis for determining residence even though the county of residence remains the same. Under "Reason," Item 2, the reason why the appropriate subdivision of Sec. 1526 of the W. & I. C. governs residence shall be indicated.

Sec. 232-40 Change of County Residence Prior to Granting of Aid

232-40

OAS; ANB; APSB; ANC

W&IC Secs. 114; 1525; 1526; 2160(c&d); 3040; 3041; 3043

An applicant for OAS, ANB, or APSB, or a child in whose behalf an application has been filed, whose residence is changed to a second county before the board of supervisors acts on the application, ceases to be the responsibility of the first county. Transfer procedure is not applicable and shall not be followed, as such a case is not covered by transfer provisions of the law. The application shall be denied by the first county and a new application shall be received in the second county. In each case of removal to a second county, before an application is denied in the first county it shall be determined whether the applicant or person determining the child's residence has established another residence by union of act and intent, or is absent for a temporary period with intent to retain residence in the county of application. (See Sec. 124-10, Absence from County for Temporary or Specific Purpose.)

Form Ag, Bl 225 may be mailed to the relative or the relative may be requested to complete it during an interview. To facilitate return of the statement to the proper county office, the county should complete the first section of Form Ag, Bl 225, including the name and address of the county welfare department and the name of the applicant, before the form is given to the relative. After completion by the relative, the signature shall be acknowledged by a properly qualified official.

When Form Ag, Bl 225 is not returned within a 30-day period, the county record shall show the further effort made to secure it. This may include:

1. A follow-up letter to the responsible relative. When the letter to a responsible relative is returned because of incorrect address, effort should be made to secure correct address from the applicant or other available sources.
2. Interview with the applicant to determine if he can secure the responsible relative's cooperation in completing Form Ag, Bl 225. When interview reveals he cannot secure this cooperation, this information should be recorded in the county case record.
3. Interview with the responsible relative if available.

When a personal interview is substituted for Form Bl 225, the interview should cover the points set forth on the form.

When the county is unable to secure information concerning the amount of contribution, if any, or regarding the pecuniary ability of responsible relative to support, the applicant shall be interviewed on the following points:

1. Amount of contribution now received from the responsible relative.
2. His knowledge, if any, regarding the financial status of the responsible relative.
3. Date of applicant's last contact with responsible relative.
4. Pertinent information concerning family relationships; or attitudes that may prevent county from securing information from responsible relative concerning his pecuniary ability to support.

All efforts made or procedures followed in determining pecuniary ability of responsible relatives to support or in securing support from responsible relatives with pecuniary ability to assist shall be recorded in the county case record.

234-05 Sec. 234-05 Relatives Ability to Support

W&IC Secs. 114; 1560

ANC

The ability of the parent or parents to support a child for whom aid is requested, or is being paid, is determined by verification of parents' financial situation. When the parent is not living in the home with child, the parent's ability to support shall be ascertained by verifying his income and determining his living expenses. The amount and frequency of actual contribution made by parent toward child's support shall be verified by interview or correspondence with the parent and the person caring for the child.

When a child lives in the home of non-responsible relatives, the amount of aid requested by the relative for the child is considered in determining the amount of the grant. Evidence in the case record shall show that the financial situation of the relative is such as to assure that the grant of aid will be used entirely for the care of the child. The willingness of the relative to make a contribution in the form of shelter, clothing, etc., shall be determined. Such contribution is voluntary and cannot be required, regardless of the non-responsible relative's resources. Non-responsible relatives with whom the child is not living may be interviewed as they may be a social resource.

his ability or aptitude for the chosen plan and its economic possibilities for future self-support. In making the final determination the county should give full weight to the applicant's or recipient's estimate of the possible success of the plan.

The county shall, with the consent of the applicant or recipient, determine whether a sincere and sustained effort to further his plan has been demonstrated. The investigation will vary with the types of plans. For example when the applicant is employed, the number of hours worked and the wage received shall be verified. When the applicant is in business for himself or is practicing a profession, the county should make a periodic examination of the books and also determine the number of hours spent at the trade or profession. When the applicant is in a trade school or university, the county should ascertain his course of study and the time spent in preparation. In some instances the record of achievement of the applicant is pertinent.

The county shall give any service possible to the applicant or recipient in the furthering of his plan for self-support such as making available to him any community resources for training or placement service.

Some of the most frequently encountered plans for self-support pursued by blind persons are:

1. Regular employment in State industrial workshops;
2. Vocational training under the Bureau of Vocational Rehabilitation of the State Department of Education;
3. Regular attendance at University of California or other institution of higher learning in the State for the purpose of securing an academic degree or certificate of proficiency;
4. Regular attendance at a recognized professional school or trade school;
5. Operation of vending stands;
6. Self-employment in own established business;
7. Regular practice of a profession, such as law, osteopathy, chiropractics, coaching, or private teaching of music;
8. Regular employment for wages or salary;
9. Regular practice of piano tuning, broom making, or other trades.

In ANB, Plan for Rehabilitation (Form BI 25) signed by the applicant and approved by the county board of supervisors shall be submitted to the SDSW with the application in every case where applicant has cash or securities in excess of \$500. (See Sec. 142-05, Limitations on Personal Property.)

Sec. 234-00 The Statement of Responsible Relatives of Applicant

234-00

OAS; ANB; APSB

W&IC Secs. 2181; 2224; 3075; 3088; 3474

In ANB and APSB inquiry shall be made of all responsible relatives, except a spouse receiving public assistance, concerning their contributions to the applicant. (See Sec. 172-05, Investigation of Responsible Relatives Within State.)

The Statement of Responsible Relative of Applicant (Form Ag, BI 225) is used for the following purposes: (1) to determine the amount the relative will actually contribute at the time of the initial grant; (2) to verify the actual contribution at the time of reinvestigation; (3) to provide information to be used in evaluating the circumstances of the relative to determine whether the promised contribution is commensurate with ability; (4) to serve as a guide when the district attorney or other civil legal officer of the county is requested to recover a portion or all of the aid granted. It may be used to verify changes in the contribution as reported by the applicant or relative from time to time.

235-15 Sec. 235-15 Verification of Requirements for Federal Participation

ANC

W&IC Secs. 1553; 1560

The county shall determine whether children for whom ANC is granted meet the requirements for Federal participation in the grant of aid. Such participation is available when the child is eligible under the provisions of the ANC law and the following Federal requirements are met:

1. The child under 16 years of age is living with an eligible payee (see Sec. 628-00, Payees Eligible Under Social Security Act), or
2. The child who is 16 years of age and under 18 years of age is living with an eligible payee and is regularly attending school (see Sec. 235-20, School Attendance as Requirement for Federal Participation, and Sec. 627-80, Federal Participation on Children Between Ages of 16 and 18 years).

235-20 Sec. 235-20 School Attendance as Requirement for Federal Participation

ANC

W&IC Secs. 114; 1553; 1560

When a child between 16 and 18 years of age, who meets other Federal requirements, is enrolled in school, Federal participation may be claimed (see Sec. 235-15, Verification of Requirements for Federal Participation). Such participation is available even though intermittent absences from school may occur, provided such absences do not result in termination of enrollment. Federal participation is available for the vacation months if the child was attending school at the end of the previous semester. When aid is restored during the summer months for a child who has been in an Indian school for previous semester, his attendance during the previous semester shall be verified.

When a child leaves school prior to the close of the term, he is considered eligible for Federal participation until the end of the month in which his termination is verified, but not longer than the end of the month following the month of termination.

When a child attending school at the close of a term does not re-enroll for the following term, he is considered eligible for Federal participation until the end of the month in which his non-attendance is verified, but not longer than the end of the month following the month in which the new term begins.

When a child who was not attending school re-enrolls, he is eligible for Federal participation from the first of the month in which he re-enrolls.

When a child becomes 16 during a vacation period, he is considered eligible for Federal participation until the end of the month in which his non-attendance is verified at the beginning of the next term, but not longer than the end of the month following the month in which the new term begins.

When a child becomes 16 during a school semester, he is considered eligible for Federal participation until the end of the month in which his non-attendance is verified, but not longer than the end of the month following the month in which the child became 16.

On current cases, when there is a change of payee from ineligible to eligible for a child who is over 16, he is considered eligible for Federal participation until the end of the month in which his non-attendance is verified, but not longer than the end of the month following the month in which the change of payee occurred. When a change of payee occurs during a vacation period, the child is considered eligible for Federal participation until the end of the month in which his non-attendance is verified at the beginning of the next term, but not longer than the end of the month following the month in which the new term begins.

On restoration when:

- a. A child has reached his 16th birthday between the date of discontinuance and date of restoration;
- b. A new school term begins between date of discontinuance and date of restoration, or
- c. Discontinuance indicates a change of school status,

the child is considered eligible until school status is verified. If non-attendance is verified eligibility ceases at the end of the month of verification. In no event shall eligibility cease later than the end of

Sec. 234-25 Purpose of Verification of Divorce

W&IC Secs. 114; 1560; 2140; 3075; 3460

234-25

OAS; ANB; APSB; ANC

In ANC if there has been a divorce and both parents are living, the award of custody in the divorce decree shall be verified in order to determine residence of the children. (See Sec. 122-10, Determination of County Residence.)

In determining parentage it is sometimes necessary to verify divorce in order to establish dissolution of a previous marriage. (See Sec. 191-10, Determination of Parentage.)

In OAS, ANB and APSB, when determining the real property holdings of the applicant who declares that he has been divorced from his last spouse, it is necessary to establish that the final decree of divorce has been issued.

Divorce may be verified by review of the official records of the court in which it was granted; by a letter from the court giving the required information, or by review of documents in the applicant's possession.

Sec. 235-00 Physician's Reports of Eye Examination

W&IC Secs. 3083; 3471

235-00

ANB; APSB

Responsibility for securing a physician's report as required in Sec. 180-15, Determination of Degree of Blindness, rests with the county. The applicant or recipient may select a duly licensed and practicing physician skilled in diseases of the eye from the list of physicians compiled by the SDSW.

The physician shall complete Physician's Report on Eye Examination (Form Bl 227) in every detail, acknowledge it before a properly qualified official, and submit it to the county in duplicate. As it is a permanent record it shall be prepared in ink or typewritten. Reports which are incomplete or ambiguous are returned to the examining physician by the SDSW with a letter (copy of which goes to the county) listing the specific information or action needed. The physician should initial and date all additions or corrections made on the report and return it to the SDSW for review by the consulting ophthalmologist.

The physician shall report definite measurements of visual acuity. Definite figures and descriptions are required on both eyes as indicated on Form Bl 227. Check marks and such symbols as "nil," "o," etc., are not acceptable. The physician does not certify that the applicant or recipient is not blind. The Wassermann test (Item 19) is not required but is desirable in view of the widespread fight against syphilis, and the results of such an examination, when available, shall be reported.

Two copies of the completed Form Bl 227, one of which shall be the original or certified copy, shall be sent to the SDSW for review by the consulting ophthalmologist, either prior to action by the board of supervisors or with the Application (Form Bl 200, Bl 200a), and Certificate of Verification of Eligibility (Form Bl 201, Bl 201a). (See Sec. 180-20, Review of Eye Examination Reports.) The original or certified copy of the Form Bl 227 is retained by the SDSW and the copy is returned to the county for its record.

When the Form Bl 227 shows that the applicant's vision is sufficiently impaired to come within the definition of blindness, the consulting ophthalmologist indicates on the form that the facts as reported show this. The Notification to County of Necessity for Reexamination (Form Bl M515) is completed by the consulting ophthalmologist and attached to every accepted report to advise the county if and when further examination is required. This advice is based upon information submitted on Form Bl 227. (See Sec. 180-50, Reexamination of Eyes to Determine Continued Eligibility.)

When Form Bl 227 shows that the applicant does not come within the definition of blindness under which aid is allowed, the Notification to County of Action on Physician's Report (Form Bl M506) is sent to the county. This indicates that Form Bl 227 has been reviewed by the consulting ophthalmologist and that the facts contained therein do not show that the visual impairment of the applicant is sufficient to come within the definition of blindness adopted in California.

The maximum fee for each eye examination which is considered proper administrative expense subject to 50 per cent reimbursement is \$5. The payment of the examination fee is the responsibility of the county.

For procedure for reexamination of the eyes see Sec. 180-50.

School status shall be verified by county and SDSW notified of such verification by means of a Form CA 232 when:

1. Child who reaches age of 16 in current case, is not attending school, and therefore, is no longer eligible to Federal participation.
2. Child is 16 or over and there is change from payee ineligible to Federal participation to eligible payee.
3. Aid was restored and:
 - a. Child reached 16th birthday between date of discontinuance and date of restoration.
 - b. New school semester started between date of discontinuance and date of restoration, or
 - c. Former discontinuance involved change in school status such as child's permanent employment.

Such verification shall be made and the SDSW notified not later than the end of the month following the month in which the event requiring verification of school attendance occurred. Exception: When any of the events occur during vacation, the SDSW shall be notified of the verification of school attendance for the following semester. Such notification shall be submitted not later than the end of the month following the month in which the next term begins.

School attendance of children 16 to 18 and of those who were previously reported as not attending school shall be verified each term or semester. Such verification shall be retained in county case record, and the SDSW notified of all changes in school status by Form CA 232.

Notice of further verification of school attendance is not required by SDSW, unless there is a change in school status.

The Statement of Attendance (Form CA 213) verifies child's attendance at school. It shall be completed by school officials (a stamped or typed signature is not acceptable unless countersigned or initialed), and retained in county file.

To verify continued eligibility to Federal participation during term or semester county may:

1. Arrange with school for school attendance officials to assume responsibility for notifying county when attendance is terminated. In this procedure county submits a Notice of Termination of Attendance (Form CA 214) to school with each Form CA 213. The Form CA 214 is returned to county by school immediately upon termination of attendance, or
2. Check frequently upon school attendance by submitting lists of children 16 to 18 years of age to the school. When this plan is used, county does not use Form CA 214, but county case record shall contain evidence of frequent clearance with school attendance authorities.

235-35 Sec. 235-35 Verification in Whole Orphan and Foundling Classification

ANC

W&IC Sec. 1500; 1501

To establish eligibility the deaths of both parents shall be verified. (See Sec. 193-10, Classification of Half-Orphan, Parent Deceased, for acceptable types of death evidence, also, Sec. 235-40, Verification of Half-Orphan, Parent Deceased, for method of verification of death.)

When the child is a foundling, the affidavit of the person who found the child, setting forth the circumstances and, if possible, the date of the finding shall be secured. A resume of efforts made to identify the child should be included in the case record. (See Sec. 192-00, Classification of Orphan, W. O.)

the month, following the month in which restoration occurred. When restoration occurs during a vacation period the child is considered eligible for Federal participation until the end of the month in which his non-attendance is verified at the beginning of the next term, but not longer than the end of the month following the month in which the new term begins.

In the absence of definite information to the contrary it is considered that:

1. The Fall term begins in September, but after September 1;
2. The Spring term begins in February, but after February 1;
3. The Spring term closes between May 1 and June 1.

Regular school attendance includes:

1. Full-time instruction is full-time attendance at public grade school, high school, trade school, or college maintaining full-time curriculum.
2. Full-time private instruction is full-time attendance at private or parochial grade school, high school, trade school, or college maintaining full-time curriculum.
3. Part-time public instruction is attendance at public continuation school or night school on 3 hour a day or 4 hour a week basis, or attendance at WPA or NYA training project, provided such attendance is acceptable to attendance authorities.
4. Vocational training is enrollment for part-time private course such as beauty school or business college, provided attendance at such schools is acceptable to attendance authorities under the compulsory attendance laws.
5. Home instruction of physically handicapped child is home instruction under the public school system when physical impairment prevents child from attending regular school.

Termination of enrollment is defined as:

1. Completion of course;
2. Student's abandonment of, or failure to resume course;
3. Expulsion for failure to comply with rules and regulations of school;
4. Transfer to another school.

Temporary absence due to reasons customarily accepted under the compulsory attendance laws of the State, or occasioned by religious holidays, regular vacation period (if child were attending school at end of previous semester), ill health of child, temporary work permits, or suspension of not over two weeks, is not considered termination of attendance.

Sec. 235-25 Verification of School Attendance

235-25

ANC

W&I Secs. 114; 1553; 1560

When application has been made in behalf of children between 16 and 18 years of age who are otherwise eligible to Federal participation, school status shall be verified by the county and the SDSW notified by a report on the Certificate of Eligibility (Form CA 201). When aid is granted during a vacation period, the SDSW shall be notified of the verification of school attendance for the following semester by means of a Notice of Change (Form CA 232), submitted not later than the end of the month following the month in which the next term begins.

235-50 Sec. 235-50 Verification of Half-orphan, Dependent Illegitimate Classification

ANC

W&IC Sec. 1501

Classification of Half-orphan, Dependent Illegitimate Child, Sec. 193-20, outlines in detail the method of establishing eligibility under this classification. The county record shall contain a detailed statement of circumstances concerning parentage and birth of the illegitimate child. If possible, a statement of the mother and alleged father regarding paternity should be secured. Sources listed in Sec. 235-45, H.O., W.F.U. Classification, shall be used to locate alleged father. A detailed report of steps taken by the county to locate him shall be in the case record. When there is a verified undissolved marriage of the mother, documentary evidence shall be secured to overcome the presumption of legitimacy. (See Sec. 234-25, Purpose of Verification of Divorce.)

235-55 Sec. 235-55 Verification in Half-orphan Parent Committed to Institution Classification

ANC

W&IC Sec. 1501

Eligibility is established under this classification by :

1. Verification from official records of commitment of parent to a State or Federal hospital or prison, and the date of commitment.
2. Request for notification by the hospital or prison of any change of status.
3. When the parent is on parole or escape from an institution, the county shall attempt to determine the whereabouts and circumstances of the parent.

(See Sec. 235-45, H.O., W.F.U. Classification, for sources to be used in efforts to locate the parent, and Sec. 193-30, Classification of Half-orphan P.C.I.)

235-60 Sec. 235-60 Verification of Adoption

ANC

W&IC Sec. 1560

When a child has been adopted by one person, such adoption shall be verified by a certified copy of the court record or by examination of the court record and completion of Summary of Information from Review of Documentary Evidence (Form CA 203). (See Sec. 193-40, Classification of Half-orphan, Adoption by One Person.)

235-65 Sec. 235-65 Verification in Abandonment Classification

ANC

W&IC Sec. 1501

There are two methods of establishing eligibility under the abandonment classification. (See Sec. 194-00, Classification of Abandoned Child.)

When there has been court action declaring child abandoned by both parents under Sec. 701 (a) of the W. & I. C., the county shall obtain a certified copy of the court order, or the worker may complete Instructions for Summary of Information (Form CA 203) summarizing the court record.

When there has been no court action declaring the child an abandoned child, the fact that both parents have abandoned the child for one year and that their whereabouts are unknown to the administrative authorities at the time of application shall be established by the following :

1. Reports of interviews with relatives.
2. Detailed report in the case record of circumstances surrounding the parents' absence and procedure followed to locate them. (See Sec. 235-45, Verification in H.O., W.F.U. Classification, for sources to be used in efforts to locate parents.)

Sec. 235-40 Verification of Half-orphan, Parent Deceased or Presumptive Death Established

235-40

ANC

W&IC Sec. 1500

Acceptable types of evidence of death are set forth in Sec. 193-10, Classification of Half-orphan, Parent Deceased, while the methods of establishing presumptive death are set forth in Sec. 193-12, Classification of Half-orphans, Presumptive Death Established.

Death certificates or verifications from an official vital statistics bureau are the preferred types of evidence. If death is not verified by one of the preferred types of evidence, the case record shall show that the county has made efforts to secure such evidence and the reason for inability to do so.

Presumptive death is verified by a certified copy of the court order or a completed Form CA 203 summarizing the review of the court record. (See Sec. 236-10, Summary of Review of Evidence.)

Sec. 235-45 Verification of Half-orphan, Whereabouts of Father Unknown Classification

235-45

ANC

W&IC Sec. 1501

In determining eligibility under the H. O., W. F. U. Classification, the county shall:

1. Verify that a "live" i.e., unserved and undismissed failure-to-provide warrant, is on file, and date it was issued. Written verification should be obtained from the district or prosecuting attorney or the sheriff's office, or the Form CA 203 giving summary of review of official record should be completed;
2. Secure an Affidavit Concerning Father's Desertion (Form CA 220) of the mother or person in loco parentis, reporting the date father was last seen or heard from by the affiant, and his last known whereabouts;
3. Report in detail in case record investigation of circumstances surrounding father's absence and all the steps taken to locate him. This procedure varies with the clues presented. Any conflicting information should be reconciled.

The following sources, when applicable, should be used to locate parent:

- a. Relatives and references;
- b. Former employers;
- c. Lodges;
- d. Unions;
- e. Insurance;
- f. City directories;
- g. City telephone books;
- h. Voters registration;
- i. Social service exchange;
- j. Social agency records;
- k. W. P. A.;
- l. Veterans Administrative Facility (Washington, D. C.);
- m. U. S. War Department;
- n. Municipal and county agencies including missing persons bureau, adult probation department, police department;
- o. State Departments of:
 - (1) Institutions;
 - (2) Penology, Bureau of Criminal Identification;
 - (3) Motor Vehicles (for driver's and chauffeur's license);
 - (4) Employment.

235-80 Sec. 235-80 Verification of Condition of Tuberculous Person in Home

W&IC Sec. 1560

ANC

The Report by Physician on Tuberculous Persons other than Father (Form CA 224) shall be secured by the county at regular 90-day intervals, until the physician discharges the patient. (See Sec. 195-10, Child in Home with Tuberculous Patient.)

235-85 Sec. 235-85 Standards of Adequate Care

W&IC Sec. 1511

ANC

The object and purpose of ANC is to keep children in their own homes wherever possible, and to provide the best substitute for their own homes for those children who must be given foster care. Counties are responsible for making available the individual services required for the general welfare of each family and child.

Adequate care for children implies a satisfactory standard of living. This includes:

1. An adequate budget which will insure:
 - a. Clothing and food of adequate quantity and quality, including special diets when ordered by a physician.
 - b. Housing which allows adequate sleeping space, reasonable privacy and complies with sanitary and housing regulations.
 - c. Attendance at school during legal school age for every child who is capable of benefiting by formal education; and vocational training or an opportunity to obtain a higher education when indicated.
 - d. Normal recreational activities and participation in community life.
 - e. Proper supervision in the absence of the mother or caretaker.
2. Provision for adequate health care. This includes routine physical examinations, preventive measures, correction of defects, hospital and out-patient service, periodic examinations of contacts with tuberculosis and other infectious diseases.
3. For the child receiving foster care a boarding home meeting requirements for a licensed home, or equivalent standard if living with relatives.
4. For the children receiving institutional care, the institution shall be one licensed by, or whose standard meets the approval of the SDSW.
5. Case-work service which insures to each family and child the highest possible morale and security, and the best adjustment to family and community life, and which obtains for them the maximum benefit from community resources for their health, education, recreation and general welfare.

Aid shall not be paid when there is a person with tuberculosis in a communicable stage in the home. (See Sec. 195-10, Child in Home with Tuberculous Patient, and Sec. 235-80, Verification of Condition of Tuberculous Person in Home.) Nor shall aid be paid when the child under 16 is in a foster home which does not meet the requirements of a licensed home or, of an equivalent standard if living with relatives.

When children are living with a parent or parents and conditions in the home fail to meet the standard for adequate care, continued efforts shall be made by the county to raise the living standards to a satisfactory level. When the children, despite the county's efforts, continue to be neglected and to live under unsatisfactory conditions, aid shall not be denied or discontinued; but the children shall be referred to the juvenile court for whatever action is deemed necessary for their protection and welfare.

Sec. 235-70 Verification in Tuberculous Father Classification

235-70

ANC

W&IC Sec. 1500

Incapacity of a father due to tuberculosis shall be established by a medical report completed by the examining physician, who shall be a duly licensed physician, on Report by Physician (Form CA 222). The date of the physician's examination shall appear on the form. When the father is in a sanitarium or hospital, the county shall obtain verification from the institution of date of admission, and shall request notification when the patient leaves. When the father has communicable tuberculosis and is not in a sanitarium or hospital, the county record shall clearly establish that there is a satisfactory plan of isolation, based on the recommendation of the physician.

When the father is not in a sanitarium or hospital, Form CA 222 shall establish:

1. That he is suffering from tuberculosis.
2. That he is not able to pursue a gainful occupation.
3. That his tuberculosis is in a non-communicable stage, if he is living in the home.

On Form CA 222, the physician states the type of work the patient is able to perform, if any, and the number of hours he may work each day.

The county case record shall clearly indicate that the father is not in fact gainfully employed or able to be gainfully employed. This is established by estimating his potential earnings on the basis of the physician's statement in regard to his ability to work, number of hours, type of work, and prevailing wage for type of work. If he is earning according to his maximum capacity, as determined by the physician, his actual earnings shall be verified. His prorated share of the budget shall be determined if he is living in the home, or the amount necessary for his support if he is living outside the home. (See Sec. 195-00, Classification of Child of Tuberculous Father.)

Sec. 235-75 Verification of Incapacitated Father Classification

235-75

ANC

W&IC Sec. 1500

The father's incapacity shall be determined by a medical report completed by the examining physician, who shall be a duly licensed physician, on Report by Physician (Form CA 240). Prior to initial examination, the physician should be provided with information concerning:

1. Purpose of examination;
2. Father's normal occupation;
3. Father's last employment;
4. Environmental and social factors related to father's incapacity.

The public assistance worker should record this information, secured during the investigation, under Part II of the report before submitting Form CA 240 to the physician. The date of establishing father's incapacity is determined by the date of the examination which the physician shall enter on line 1 of his report. Eligibility shall be considered established only if the physician on the basis of his findings is able to make an unqualified affirmative statement in regard to permanent incapacity for gainful work. When the physician's statement under "Remarks" on Form CA 240 qualifies or conflicts with the affirmative answer to question 6, eligibility is not established unless the case record indicates that the conflict or discrepancy has been satisfactorily clarified by the physician's subsequent statement in writing or to the county worker.

When there is any indication that the father is able to work or is working, there shall be a clear determination in the case record that the father is not in fact gainfully employed or able to be gainfully employed. This is established by determining his earnings and his prorated share of the budget or his needs if living outside the home. See Sec. 196-00, Classification of Child or Incapacitated Father, for establishment of continuing eligibility.

236-10 **Sec. 236-10 Instructions for Summary of Information from Review of Documentary Evidence**

ANC

W&IC Secs. 114; 1560

The Summary of Information from Review of Documentary Evidence (Form CA 203) shall be in the county case record when original or certified copy of documentary evidence, or a statement from an official source is not in the county file. Form CA 203 does not summarize all evidence verifying a point of eligibility but only evidence not available elsewhere in the record. Form CA 203 is the signed statement of county public assistance worker that:

1. The described original documentary evidence has been reviewed;
2. The pertinent information summarized is contained therein;
3. The original documentary evidence can be reviewed at a designated location.

Only evidence pertaining to verification of parentage, classification, birth and/or residence shall be summarized on this form; e.g., such evidence as:

1. Documents in applicant's or family's possession, (i.e., marriage certificates, baptismal certificates, etc.);
2. Court orders or records, (i.e., guardianship, abandonment, adoption orders, etc.);
3. Public or official records (i.e., public assistance records, county recorder's records, county hospital records, etc.);
4. Private social agency records verifying residence or other points of eligibility.

Form CA 203 shall not be used as a substitute for prescribed forms such as the Physician's Reports (Form CA 222, 223, 224, 240), Verification of School Attendance (Form CA 213), Affidavit of County Residence (Form CA 204), Affidavit of State Residence (Form CA 221), or affidavit obtained for purpose of verifying points of eligibility, such as affidavit of alleged father denying paternity.

The following data shall be included in summary of each piece of documentary evidence reviewed:

1. Type or nature of evidence; (e.g., baptismal certificate, certified copy of death certificate, etc.);
2. Date documentary evidence originally recorded;
3. Data included in evidence such as;
 - a. Identifying material, (i.e., names of children and parents on birth certificate, name of deceased parent on death certificate, etc.);
 - b. Specific points of eligibility verified by evidence, (i.e., birth evidence verifying child's birth in California to establish State residence, summary of information relating to parentage with special reference to acknowledgment, and dates verifying length of residence);
 - c. Pertinent dates, (i.e., date of letters of guardianship, date of death, date of birth).

Examples of material to be summarized on Form CA 203 from review of court records follow:

Abandonment—Names of parents, name of child, date of abandonment order;

Presumptive Death—Name of parent, date of presumptive death order, (names of children if given);

Guardianship—Name of guardian, name of child or children, date of guardianship award;

Juvenile Court Order—Name of child, date of court order, section of juvenile court law, name of individual awarded care and custody;

Commitment Orders—Name of parent, date of commitment, name and type of institution;

Divorce Complaint—Names of husband and wife, date of divorce, award of custody of children, (See Sec. 234-25, Verification of Divorce).

One Form CA 203 may be used to summarize more than one document or for more than one point of eligibility, (e.g., birth of child and death of parent). Each piece of documentary evidence is to be numbered (1), (2), (3), etc. At the bottom of Form CA 203, spaces are provided to correspond with the number shown for the various documents reviewed. The exact location where the original evidence may be reviewed shall be indicated, e.g., "Alpine County Recorder's Office," not "County Recorder's Office."

When a Form CA 203 is retained in the county file as verification of a point of eligibility, reference shall not be made on the Certificate of Verification of Eligibility (Form CA 201) to Form CA 203, but the nature, date, and location of the original documentary evidence shall be recorded.

Sec. 235-95 Investigation of Transportation of Needy Children Outside State

235-95

ANC

W&IC Sec. 1580

A county may claim reimbursement for one half of the total expense necessarily incurred in effecting transportation of children outside the State, provided the children have received, are receiving, or are eligible to receive ANC. This may include transportation of parent, of child/children, or of an attendant if necessary.

Evidence shall be submitted to the SDSW that the home to which the child/children are sent is in fact a "proper home." Copies of correspondence from the social agency or other authoritative source in the State or county to which the children are being sent usually constitutes sufficient proof that the home is a proper one.

An authorization given by a public welfare department in another State for the return of the children to that State is not in itself sufficient evidence of a proper home. Such authorization shall be so worded that it may logically be concluded that the agency recognizes its responsibility to care for and provide a proper home for the children upon arrival.

If a child is not receiving ANC at the time such transportation is requested, his eligibility for such aid shall be established in the usual manner as set forth elsewhere in this chapter. It is not necessary to have an Application (Form CA 200) completed. Documentary evidence establishing eligibility shall be obtained and a Certificate of Eligibility (Form CA 201) completed with the exception of Secs. 4 (Living Plan), 5A and B (Payee), 7A and B (School status), 12A and B, or 13A and B (Assistance Plan), and 15 and 16 (Action by the Board of Supervisors). Action by the board of supervisors is not required. Documentary evidence establishing eligibility shall be retained in the county file.

The county shall submit to the SDSW with Form CA 201 and the claim forms (See sec. 685-00, Transportation of Needy Children Claims), evidence that the home to which the child/children were sent is a proper home.

Sec. 236-00 Instructions for Summary of Information from Review of Documentary Evidence

236-00

OAS

W&IC Secs. 114; 2140

Summary of Information from Review of Documentary Evidence (Form Ag 203) shall be in the county file when the original or certified copies of evidence of age, citizenship, or residence are not in the county case record. Important personal documents, such as birth, baptismal, marriage, and citizenship certificates are among the documents which ordinarily should remain in the applicant's possession. Family Bibles or other genealogical records should be returned to the applicant after they have been examined and pertinent information recorded on Form Ag 203.

The pertinent facts to be recorded vary with the type of evidence reviewed. In general, the nature of the evidence, date of issuance, and information such as age, birth date, birth place, names of contracting parties (in marriage records) shown in the documents should be recorded under the appropriate item. Under "evidence is in possession of" indicate the location of the evidence at the time of review; e.g., "applicant," "County Clerk's Office," "applicant's sister, Mrs. Hattie Jones, 210 Main Street, Alameda," etc. When one document verifies more than one point of eligibility, facts need not be repeated under each item, but a cross reference should be made to the item under which data are recorded. The county public assistance worker who reviews the evidence shall sign and date the form.

236-40 **Sec. 236-40 Purpose and Method of Recording in ANC** W&IC. Secs. 114; 1560**ANC**

Case recording is a part of the process of determining eligibility for aid and of planning for the family's well-being and future independence. An accurate, complete case record justifies the expenditure of public money by showing that funds have been fairly and impartially administered in accordance with the provisions of the law. The case record protects the client and the social worker, improves the service to the client, conserves the efforts of the agency, and assists in evaluating the quality and quantity of the agency's work.

Adequate recording of the status of eligibility includes both securing and recording accurate information. Pertinent social information which makes one family situation differ from another should be carefully recorded in order that the individual needs of the family may be met, within the limitations of the law.

Preceding sections in this chapter have indicated material which shall be recorded in the narrative to clearly establish eligibility on points not completely covered by the Certificate of Verification of Eligibility (Form CA 201) or to make necessary explanation of information recorded on Form CA 201.

Either chronological or horizontal case recording may be used. Chronological recording means recording in which entries are made in the case record in chronological sequence under the dates on which information is received or developments occur. Topical headings are often used to indicate the nature of the information recorded under a certain date. Summaries of developments over a period of time may supplement the chronological record.

Horizontal recording provides for entries in the case record under the appropriate subject or topic, i.e., residence, property, etc. Separate sheets, usually of different colors are used for each general topic, for example blue paper for all information pertinent to residence, pink paper to record data on property, etc.

236-50 **Sec. 236-50 The Topical Outline in ANC Recording** W&IC Secs. 114; 1560**ANC**

The following outline has been suggested in ANC for recording pertinent information from the time aid is recommended until it is discontinued. It is not all inclusive but should be adapted to the situation in each case. The individual situation may likewise make it advisable to rearrange the order of the outline. Although the material is presented in topical form suitable for chronological recording, it may be adapted to horizontal or other types of recording. Summaries, based on the topical outline may be helpful when eligibility has been determined, when reinvestigation is complete, when the progress of a plan for a family is being evaluated, or when the case is being transferred. Summaries made after eligibility is established should not duplicate material in previous summaries, but should summarize changes or developments in the family situation.

TOPICAL OUTLINE FOR NARRATIVE HISTORY

- I. DATE, SOURCE, AND REASON FOR REFERRAL
 - A. Self, other agency, etc.
 - B. Lack of income, death of head of family, etc.
- II. FAMILY STATUS
 - A. Members, age
 - B. Parents' status
 1. Proof of parentage
 2. Whereabouts and situation of both parents
 3. Classification

Sec. 236-20 Instructions for Report of Investigation W&IC Secs. 114; 2140; 3075; 3460

236-20

OAS; ANB; APSB

The Report of Investigation (Form Ag, Bl 202) provides a method for recording information on all points of eligibility.

In ANB and APSB, either this form or a substitute combination of the Face Sheet (Form DPA 4 is suggested) and narrative shall be in the case record. In OAS, approval of the SDSW to discontinue the use of Form Ag 202 may be requested provided the following conditions are met:

1. A face sheet is completed, (see Suggested Face Sheet, Form DPA 4);
2. A uniform plan of case recording is followed;
3. The face sheet and the recording cover all the information requested on the Form Ag 202.

A copy of the face sheet and a detailed outline of the material included in the case record should be submitted with the written request.

All items on the Form Ag, Bl 202, pertaining to each applicant should be completed. When more explanation is required than space on the form permits, a supplementary report shall be made elsewhere in the case record.

Sec. 236-30 Content of Case Record

W&IC Secs. 114; 2140; 3075; 3460

236-30

OAS; ANB; APSB

The county shall maintain case records containing all information secured relative to each applicant for or recipient of aid including verification of points of eligibility which have been summarized on the Certificate of Eligibility (Form Ag, Bl 201, Bl 201a) prior to its submission to the board of supervisors. When aid is denied, the case record shall contain full information relating to any point upon which denial is based. If there are pertinent conflicts in information relating to eligibility, or ineligibility, the case record shall show how these were reconciled.

The case record shall contain the face sheet, when used, and the narrative record. It shall contain the Report of Investigation (Form Ag, Bl 202) except as provided in Sec. 236-20, Instructions for Report of Investigation. It shall also include in a uniform arrangement copies of all forms completed in connection with an application and investigation, including the forms required for submission to the SDSW as well as those devised by the county; a carbon copy of Notification of Action by the Board of Supervisors (Form Ag, Bl 239) and copies of all correspondence. It is not required that a copy of the Social Data Record Card (Form Ag, Bl 230) be retained in the county case record.

The application (Form Ag, Bl 200, Bl 200a) and Certificate of Eligibility (Form Ag, Bl 201, Bl 201a) shall be either original or certified copies or duplicate copies. An original signature is necessary on the Form Ag, Bl 200, Bl 200a. Original or facsimile signatures may be used on the Form Ag, Bl 201, Bl 201a.

In ANB and APSB, a review shall be made at time of annual reinvestigation to determine the program under which the applicant qualifies for aid. The case history shall contain a record of the efforts of the applicant to achieve self-support, and his progress in this direction. When an applicant finds it necessary to change his plan for rehabilitation, the case record should contain information regarding the factors upon which his decision was based.

IX. FINANCIAL SITUATION

A. Property

1. Real

- a. Description
- b. Purchase price, encumbrances, assessed value, principal payments, taxes, interest, etc.
- c. State of repair
- d. Plans for disposal, improvement, etc.

2. Personal

- a. Cash or securities, including cash surrender value of insurance (as provided in Sec. 1521, W. & I. Code)
- b. Investment holdings
- c. Trust fund
- d. Estate in probate

3. Other personal property not affecting eligibility

- a. Automobile and equipment
- b. Livestock
- c. Furniture, personal effects
- d. Miscellaneous

B. Other Sources of Income

- 1. Family earnings—parents, adults, minor children
- 2. Contributions from relatives, private sources
- 3. Pensions, benefits, settlements, compensations
- 4. Insurance received
- 5. Public assistance
- 6. Potential resources

X. REFERENCES AND AGENCIES TO WHOM KNOWN

Names, addresses, clearance, information received

XI. PLAN TO ASSIST FAMILY (OR INDIVIDUAL CHILDREN) IN MEETING THEIR PROBLEMS

XII. ASSISTANCE PLAN (Use only the sections, A, B, C, or D pertinent to the individual case)

A. For children in their own home

Family Unit

- 1. Members
- 2. Budget
- 3. Income to family unit
- Others in household
- Income and Outgo

B. For children in home of relatives

- 1. Financial circumstances of relatives
- 2. Needs of children
- 3. Contribution from relatives and parents
- 4. Amount needed

C. For children in boarding home

- 1. Charge for care
- 2. Contributions toward child's support

D. For children in institution

- 1. Charge for care
- 2. Contributions toward child's support

XIII. RECOMMENDATION AS TO GRANT OF AID

XIV. FEDERAL PARTICIPATION

- A. Payee—direct payment
- B. Living plan—Section VI
- C. School attendance of child over 16—Section VIII

III. FAMILY BACKGROUND

- A. Marital history
- B. Work, employment and public assistance history
- C. Education, training, or occupation of parents

IV. RESIDENCE

County and State

V. RELATIVES

- A. Relationship (maternal relatives, paternal relatives)
- B. Names, ages, addresses, occupation
- C. Ability to assist financially or otherwise

VI. LIVING PLAN (Use only those sections, A or B (1), (2), or (3) and/or C that apply to the living plan for the child or children in each case.)

- A. Own home
 - 1. Other members of household
 - 2. Standard of living
 - a. Physical aspects of home-housing
 - b. Housekeeping standards
 - c. Household management
 - d. Cultural or recreational interests or activities
- B. Other plans and reason for plan of care
 - 1. Home of relatives
 - a. Relationship
 - b. Standard of living (see VI, A, 2)
 - 2. Boarding home
 - a. Licensed, or adequate standards if child over 16
 - b. Child's adjustment in foster home
 - 3. Institution
 - a. Child's adjustment
- C. Plan of supervision or caretaker—ability of caretaker to supervise children and manage household

VII. HEALTH, PHYSICAL AND MENTAL

- A. General health of members of family and household—results of physical examinations
- B. Special health problems of family and household
 - 1. Tuberculosis, venereal or other infectious or contagious diseases
 - 2. Mental deficiency, physical handicap, or other abnormalities
 - 3. Mental health, and history of mental illness
- C. Medical care indicated, or type of care being given

VIII. SOCIAL ADJUSTMENT

- A. Family attitude toward present situation and problems
- B. Organizational activities and membership
- C. School attendance and progress
- D. Religious affiliations and activities

III. Family background—

An understanding of the background of the family and the developmental factors which have led to the present situation may reveal potential resources which, if encouraged, will help them to achieve independence. The selection of pertinent information under this heading is dependent upon each family situation. It is usually important to know the marital history of the parents or family, their work, employment, public assistance history, education, training, or occupation. The family situation is the best indicator of significant information to record. For example, in CIF cases, it is especially pertinent to know the man's education, training, previous work history, and abilities in order to consider the possibility of rehabilitation. When a father is missing and aid is requested under WFU classification, it may be important to know why the father left, any history of previous desertions and the possibility of a reconciliation. When trying to establish paternity, especially under the Illeg. classification, information regarding promiscuity of the mother and a history of her marital relations may influence the final determination of eligibility and the plan for her children.

IV. Residence—

A clear history of State and county residence with adequate recording of verification shall be under this heading. All data having a bearing on residence, such as length of residence over the required period of time, residence intent of the person establishing residence and reasons for moving should be given. Residence information recorded in summary form, showing exact periods of residence in State and county with verifications, may present a clearer picture than a long narrative on residence.

In some cases it is necessary to record supporting information to show intent as to residence. Although a resume and original evidence of residence in non-county cases is submitted to the SDSW, copies of all such evidence shall be retained in the county file.

V. Relatives—

Information should be recorded here regarding the ability of relatives to assist financially or otherwise. Record whether relatives know of the family's situation and whether the family applying for assistance is willing for them to be interviewed. Record the relationship, name, age, address, occupation, and earnings of relatives if not shown on the Face Sheet (Form DPA 4). When relatives have assisted in the past and are not assisting now, it may be pertinent to record what change has made further assistance from them impossible.

VI. Living Plan—

A description of the living plan of the children and the date and method of verification of same is recorded here. The record shall show whether the child is in his own home, the home of relatives, a foster home, or an institution and how and when the living plan was verified by home visit, etc. If he is out of his own home, there should be an explanation of the reason for the plan of care. A brief statement of length of time this plan has been in effect, and of the period for which it will probably continue should also be included.

- A. Own Home—When the child is in his own home, other members of the household should be enumerated with their age, relationship and living arrangements, that is, whether they share the home as one unit or have separate quarters. An adequate description of the family's standard of living should be given as reflected in the outlined items; e.g., (a) the physical aspects of the home; i.e., sanitation, living arrangements and housing, type of house, number of rooms, etc.; (b) the housekeeping standards of the family, household furnishings, etc.; (c) household management, or parent's ability to utilize the budgetary allowance to provide proper food and clothing, to manage the business affairs of the home, to care for special needs of children, and (d) the cultural or recreational interests or activities of the family.

The following is an explanation of the various headings in the Topical Outline with suggestions for the recording of eligibility information and other pertinent information in the county narrative history:

I. Date, source, and reason for referral—

Give date of referral, a brief specific explanation of source of referral and why the person or persons are applying for assistance at this time. When the family is referred by another agency, reason for referral and dates during which assistance or service was given by the other agency is entered.

II. Family status—

A. Members, Age, i.e., family composition or names, ages, relationship, marital status, and nationality of each member of the family should be entered under this heading. Evidence verifying age should also be summarized here. The county record should contain copies of correspondence which give documentary evidence verifying birth date. Any important steps in the procedure are recorded in the narrative.

B. Parents' status—

1. Proof of parentage shall be recorded in the narrative. Evidence of marital status (i.e., marriage certificate, decree of divorce, etc.) is filed in the record and a brief notation summarizing the information is in the narrative. When the child is known or alleged to have been born out of wedlock, a detailed explanation of the investigation made to determine parentage, a summary of the evidence of parentage and of the circumstances surrounding the child's birth, shall be in the record.

When the child is born in wedlock, allegedly of a man other than its mother's legal husband, the narrative is to clearly show who raised the question of the child's paternity, the reason for disputing the presumption of legitimacy, the investigation made to clear this point, and the evidence or lack of evidence to successfully refute the legal presumption. When the presumption is successfully refuted, the efforts to locate and place responsibility on the alleged father shall be recorded to clear the matter of parentage.

2. Whereabouts and situation of both parents, if known, or efforts to obtain such information shall be in the narrative.
3. Classification—Give the classification under which the child is eligible for ANC. The necessary documentary and supporting evidence to establish classification and the investigation to determine classification should be summarized here.

A detailed explanation given in the narrative of the efforts to locate the father, alleged father, or parents under the Illeg., WFU or Abd. classification.

In TBF cases, the narrative shall show the plan of care for the father, the plan of separation from the family, the possibility for rehabilitation, as indicated by the physician's report, and the progress of the plan of rehabilitation. When the father with a non-communicable form of tuberculosis is in the home, the narrative shall support the Report by Physician (Form CA 222) that the father is not a source of danger to the family and can not pursue a gainful occupation.

In a CIF case, the narrative shall contain a report of the father's employment history, and an explanation of the possibility of rehabilitation. When the CIF father is working, the narrative shall give in detail his exact earnings, and expenses in connection with his employment and shall clearly establish that he is not "gainfully employed" i.e., that his earnings do not exceed his share of the family budget or his needs, if living elsewhere. This information shall support the Report by Physician (Form CA 240), and any conflicting information in regard to his ability to undertake gainful employment shall be reconciled in the narrative.

When a parent, under commitment to an institution, is released on parole, a detailed report shall be in the narrative of his income and earnings.

IX. Financial Situation—

A. Property—A clear picture of the county assessed valuation of real property and of cash or securities which the family owns, showing means and date of verification of each item of real and personal property, shall be given here. The date of the two-year search of the county assessor's record shall be recorded.

1. Real Property—Describe the real property owned by the child, parent or parents and record the method and date of verification of ownership. A clear picture of the encumbrances should be given. Points which should be covered in recording this information include description, purchase price, encumbrances, assessed value, principal payments, taxes, interest, state of repair, plans for disposal, improvement, etc. The date on which payments on the property are due, and whether the payments are necessary to hold the property should be indicated. Factors, such as location, plans for improvement, etc., which may in the future affect the value of the property may be recorded. When such property is not used as a home, show the verification of rental or the reason for non-receipt of income. When the real property is unimproved, state whether the acreage is under cultivation or can be placed under cultivation. Where minerals or oil are found, record whether the title includes mineral rights. If the land requires irrigation, record the source of the water; i.e., water company, wells, springs, etc. Plans for future improvement or sale of property should be described. If the children and/or parents have an interest in an unsettled estate involving real property, verification of the value of their interest should be in the record.

2. Personal Property—All personal property which may have a bearing on eligibility shall be described and verification of same recorded. Other personal property may be described.

a. Cash or Securities—Information should be recorded concerning bank accounts, cash surrender value of insurance policies, securities (i.e., stocks and bonds), trust funds, and cash on hand, with adequate verification of these resources.

When there is a declaration or indication of a commercial or savings bank or Postal Savings account, clearance with the bank and a brief summary of the information received should be recorded. A copy of the bank clearance form, if used, should be filed in the county record.

Information should be recorded regarding all insurance policies held by members of the family unit including the name of the insured, the name of the insurance company, type of policy, serial number, date of issue, premium, face value, value at maturity, if different, beneficiaries, amount of loan value or cash surrender value, disability or other special benefits, the date through which premiums are paid, by whom paid, and how and when data was verified. Attempts made to effect adjustments of insurance should be explained.

The method and date of verification of ownership, market value, etc., of securities including frozen assets should be recorded.

b. Trust Funds, etc.—The status of trust funds and estate in probate, which include personal property should be recorded.

3. Other Personal Property Not Affecting Eligibility—Although automobiles, live stock, personal effects, and furniture, etc., do not directly affect eligibility for ANC, these resources should be described in order to give a complete picture of the family's situation.

A brief statement should summarize the family's personal property which affects eligibility for ANC and indicate whether the family's and/or the child's cash or securities exceed the maximum allowed by the law.

B. Other Sources of Income

1. In recording family earnings indicate the employment and wages of each member of the family with date and method of verification. The basis of an adult child's contribution and the facts regarding emancipation of employed minor should be given. Parent's ability to support and verification of this ability is recorded here. When it is not possible to verify income, efforts to make such verification shall be described.

- B. Other plans for care—When the children are in the homes of relatives or in boarding homes or institutions, the name of the person in charge of and responsible for the child's care and placement should be indicated. If placed by county, indicate that person or guardian's consent was obtained.
1. If the child is in the home of relatives, relationship should be indicated as Federal participation is dependent on this factor. The relatives' standard of living as described above should be indicated as a relative's home should be of a standard equivalent to that of a licensed boarding home.
 - 2 & 3. If the child is in a boarding home or institution, note whether boarding home (if the child is under 16) or institution is licensed, or meets the requirements for a licensed home. The child's adjustment to his placement should be recorded.
- C. Plan of Supervision—When parent/parents are unable to adequately supervise the children, the plan of supervision should be explained. The ability of the caretaker or relative to supervise the children and manage the household should be described. If there is some unusual arrangement in the living plan which might affect Federal participation, a complete explanation should be given here.

VII. Health—Physical and Mental—

- A. General Health—The dates and results of physical examinations of all of the children and, if possible, the adult members of the household, should be recorded. This should include recommendations made by the physician for medical care, and correction of defects, and plans for providing such care. Special diets recommended by the physician, or comments in regard to nutrition of children should also be included. If members of the family have attended the county hospital or clinic, the patient's number should be recorded for expediency in obtaining medical reports.
- B. Special Health Problems and C. Medical Care—If any member of the family has now, or has in the past, had or been exposed to tuberculosis, this is recorded in the case history with dates of previous hospitalization. Results of physical examinations of all members of the family should be recorded, including the doctor's recommendations for special care, rest periods, diets, etc. Dates set by the physician for reexamination should be recorded for follow-up by the county.

A history of venereal disease, should be recorded with a statement as to examination of all members of the family, findings and treatment recommended and regularity of such treatment. Any other contagious or infectious disease should be recorded with a statement of medical care given.

The record should contain a description of the defect of any member of the family who is mentally deficient, or has a physical defect, such as deafness, speech defect, etc., and of the individual's behavior in relation to the defect. Results of examinations and recommendation of the physician or psychologist should be recorded in full including plan for treatment or placement, if recommended, and the date and place of examination.

Any history of mental illness or any apparent mental abnormality, should be described, including institutional placement, diagnosis and prognosis, if obtainable, and the date and place of examination. When recording material on health, it is important to distinguish between the patient's own complaints, the case worker's observations, and actual diagnosis by the physician.

VIII. Social Adjustment—

Record facts concerning the family's social adjustment which are or may be pertinent in making a plan to assist them with their problems including:

- A. The family's attitude toward present situation and problems with special reference to individual concerned;
- B. The family's and/or children's organization activities and memberships in fraternal, service or religious organizations such as Boy Scouts, Campfire Girls, YMCA, 4-H Club, etc.
- C. The school attendance and progress of the children including the method and date of verification of school attendance and progress of children from 16 to 18 years of age.
- D. The religious affiliations and activities of the family and/or children.

XIII. Recommendation as to Grant of Aid—A brief statement of recommendation as to amount of the grant is included here. If the recommendation does not follow the recorded "Assistance Plan," explain reason for difference.

XIV. Federal Participation—

Factors which affect the eligibility of the child or children for Federal participation, such as direct payment, living with eligible relatives, or school attendance of child over sixteen, should be recorded here, with reference to the appropriate previous entry under Living Plan, etc., for verification. Method of verification of payee including date of home visit should be recorded here.

237-00 Sec. 237-00 Purpose of Certificate of Eligibility

OAS; ANB; APSB; ANC

W&IC Secs. 114; 1560; 2140; 3075; 3460

The Certificate of Eligibility (Form Ag, Bl, CA 201, Bl 201a) is the report of the county to the SDSW certifying that eligibility has been established; that complete supporting evidence is on file in the county office; and on which action of the board of supervisors completing the investigation is shown. In ANB, APSB, and ANC, it is also the report of the county certifying that ineligibility has been established. Form Ag, Bl, CA 201, and Bl 201a briefly report the verified facts establishing eligibility, or in ANB, APSB, and ANC, the facts establishing ineligibility, the nature of the evidence, the place where original evidence may be reviewed, and the action of the board of supervisors. This form provides a basis for payment of the county's claim for reimbursement.

Upon completion of the investigation, the last step of which is action by the board of supervisors, the county shall submit either the original or a certified copy of Form Ag, Bl, CA 201 or Bl 201a to the SDSW. When this form is returned by the SDSW to the county because of omission of data, it must be completed and returned immediately.

An original or certified copy of the form shall be retained in the county case record.

237-10 Sec. 237-10 Instructions for Certificate of Eligibility

W&IC Secs. 2160(a,b,c,d,e,f,g); 2163;
2164; 2020; 2181

OAS

The following instructions supplement those contained on Certificate of Verification of Eligibility (Form Ag 201):

Top of Form

Name—The full name of the applicant shall be recorded. It should be identical with the full name of the applicant as shown on the Application (Form Ag 200).

State Number—The county is notified of the State number as soon as Form Ag 201 is received. Notification is made on List of State Numbers Assigned to Aged Aid Cases by SDSW (Form Ag 48). That number should be inserted on the county copy of Form Ag 201.

Former State Number—If the case is a transfer or a reapplication, enter the State number which was formerly assigned by the SDSW.

County Number—The county number should be shown on all Forms Ag 201 when they are sent to SDSW.

2. Actual contributions from relatives, or other private sources (i.e., private agency, etc.) should be recorded with the amount, reason for contribution, probable duration, and any special restrictions placed on its use.
3. Pensions, benefits, settlements, or compensation (employment, military, or fraternal) should be completely described giving the amount received or to be received, and the conditions under which it is received. The probable length of time periodic payments will be received should be recorded.
4. When insurance has been paid or an award of compensation or damages has been made, due to parent's death or injury, a detailed report shall be in the narrative showing verification of the amount received, the basis for the settlement, and the family's expenditures of the money received.
- 5 & 6. All forms of public assistance which the members of the family receive, or are eligible to receive, should be indicated as well as potential resources, such as sale of seasonal produce, etc.

X. References and Agencies to Whom Known—

Include a statement of names and addresses of agencies to whom child or family is known, with the dates of service, brief explanation of the type of service given, and the summary of information obtained from the agency. Names and addresses of references, their reason for knowing the child or family, length of time they have known family, and the information which they give relative to the family's financial situation, residence, standard of living, etc., should be recorded.

XI. Plan to Assist Family (or Individual Children) in Meeting Their Problems—

The plan of the worker to help the family help itself in meeting its immediate needs, health, emotional, financial, etc., and in making plans for an independent future with an adequate standard of living and a healthy, well-adjusted family group is recorded here. Describe the plans being made to assist the children and/or parents in meeting the problems pointed out under other topics. The case work plan for the family will vary with the individual family, and may deal with few or many factors, such as the health, recreational, educational, and/or social needs of the family or the children. The changes, reason for changes, plan and progress of the plan should be recorded in order that the case record may be up to date.

XII. Assistance Plan—

- A. Children in Their Own Homes—Members of household, their income and expenses, the estimated budget for the family unit, income to the family unit, and deficiency between income and budget should be recorded with an explanation of any deviation in the budget from the budget schedule used by the county for families receiving ANC. If the Budget Work Sheet (Form Gen M48) is not used, a detailed explanation of how the budget and deficiency for the family were estimated shall be included. If there is a deficiency, an explanation of the plan to meet the additional needs of the family shall be recorded. The source of income, expenses connected with obtaining income with methods and dates of verification shall be recorded.
- B, C, and D. Children in the Homes of Relatives, Boarding Homes, or Institutions. The amount paid for care for children in boarding homes or institutions or in the home of relatives (when not on a budget basis) shall be entered here. All contributions for child's support received from parents, relatives, or other sources shall be recorded. The parent or parents' ability or inability to support should also be recorded. This includes information concerning parents' verified income showing means and date of verification, an estimation of the parents' reasonable needs, and the basis for the determination of the actual contribution. If the child is living with relatives, there should be an accurate account of the relatives' financial situation, their ability and willingness to provide for certain needs of the child (i.e., clothing, free room, etc.) and a report of how all the child's needs are being met.

Conditions of eligibility

3. **Residence**—(W. & I. C. Sec. 2160 (c&d))
 (a) Insert opposite "State" the verified number of years of residence in the State. (See Chapter 120-00, Residence, for acceptable evidence.)

(b) Insert opposite "county" the verified period of residence in the county.

4. **Public Institution**—(W. & I. C. Sec. 2160 (e))
 (a) Enter "Yes" or "No" as verified. (See Chapter 160-00, Institutional Inmates.)

Private Institutions—(W. & I. C. Sec. 2160.5)

When the applicant is an inmate of a private non-profit benevolent or fraternal institution, amend Item 4 (a) by blocking out the word "Public" and substituting "Private"; block out the words "Yes" or "No" and substitute "Per Capita Cost," and enter the amount of the per capita cost; i.e., Is an inmate of a private institution, per capita cost \$49. (This item does not apply to private institutions operated for profit.)

(b) If "Yes" is entered for 4 (a), record the approximate date of release. If "No" is entered for 4 (a), leave blank.

How verified

When residence is verified by means of a personal affidavit (Form Ag 221), record: (1) nature of evidence, (2) name of affiant, and (3) location of evidence.

Example: Affidavit of John Doe in file.

When residence is established by other than a personal affidavit, record: (1) nature of evidence, (2) the location of evidence.

Example: Receipts for rent 1010 E. 50th St., LA, Calif. in appl's poss.

See instructions for 3 (a) above.

When the applicant has county residence of less than one year, record: (1) the nature of the evidence proving less than one year of residence in county of application, (2) the date county residence began, and (3) where evidence may be reviewed.

Example: Affidavit Mary Jones from 11/15/41, in file.

If in a public institution, record: (1) the name of the institution, (2) the nature of the evidence establishing the applicant's presence in the institution, (3) the date, and (4) location thereof.

Example: Seen at (name of institution) by worker 4/10/42; report in case record.

If living at home, record the verification that the applicant is not living in a public institution.

Example: Seen at home by worker 4/10/42; report in case record.

If living in a private nonprofit institution, enter: (1) the name of the institution, (2) nature of evidence, (3) date of evidence, and (4) the location thereof.

Example: Our Lady's Home. Inst. records and interview appl. and Supt. 8/1/42 show no contract; no dues; copy demand for B/R at \$30 mo., county file. Rept. Inst. Auditor 7/1/42 shows per capita cost \$-----.

If "Yes" is entered for 4 (a), record the source through which the probable date of release was secured.

Example: Statement hospital Sup. 7/22/42. Recorded in record.

General Instructions: Verified data should appear in the left-hand column under Conditions of Eligibility rather than information as given by the applicant or others which is not substantiated by proofs on file.

The data recorded in the right-hand column under How Verified must conform with the verified data shown in the left-hand column. Brief concise statements are desired. Complete sentences are not necessary provided the verified data are clearly set forth. When the original evidence is not on file in the county record and a summary of the proof obtained is recorded on the Summary of Information from Review of Documentary Evidence (Form Ag 203), references on the Form Ag 201 shall be to the original evidence and not to the Form Ag 203.

Conditions of eligibility

1. **Birth date**—(W. & I. C. Sec. 2160 (a)) Insert the verified information and not that given by applicant. (See Chapter 105-00, Age, for acceptable evidence.)

2. **Citizenship**—(W. & I. C. Sec. 2160 (b)) "Naturalization." Check if citizenship was acquired by the applicant's own naturalization. (See Chapter 112-00, Citizenship, for acceptable evidence.)

"Parent's Naturalization." Check if citizenship acquired through parent's naturalization.

"Marriage of Foreign Born Women to Citizen." Check if a foreign born woman acquired citizenship through marriage.

Other

- a. Check if citizenship is proved by native birth.

How verified

Record: (1) Nature of evidence; (2) date of document; (3) age of applicant as stated thereon, and (4) where document may be reviewed.

Example: Ins. Pol., 12/15/17, age 45; Appl's poss.

Record: (1) Nature of evidence; (2) date of document; (3) place Naturalization Certificate was granted; (4) where record may be reviewed.

Example: Nat. Cert., 1/2/99, Alameda Co., Calif.; Poss. of applicant.

Record: (1) Nature of evidence; (2) date citizenship of parent acquired; (3) place of parent's naturalization; (4) where evidence may be reviewed.

Example: Father's Nat. Cert. 2/1/70, Chicago, Ill., letter clerk of court on file.

Record: (1) Nature of evidence of marriage; (2) date of marriage; (3) nature and date of evidence verifying citizenship or native birth of husband; (4) place where evidence may be reviewed.

Example: Mar. cert., 3/6/95, Jane Smith & John Jones; Nat. Cert., John Jones issued in LA, Calif., 2/10/98; both in poss. of appl.

Or: Mar. Cert. shows Jane Olson native Sweden, and James Brown native N.Y., Mar. 3/4/10; poss. of appl.

- (a) Refer to applicant's statement of native birth on the application.

Example: Appl's sworn statement on application.

*Conditions of eligibility***9. Real Property of Applicant and Spouse** (W. & I. C. 2165)

The total assessed valuation of all real property owned by either and/or both of the couple, as verified, shall be entered here. If the applicant is single, widowed, or divorced, so state and enter: "Does Not Apply." (See Chapter 130-00, Real Property.)

10. Income (W. & I. C. Sec. 2020)

The sources and amounts of net income shall be listed, and the total shown.

11. Need

The answer is "Yes" if aid is granted.

12. Need in Excess of \$40 (W. & I. C. Sec. 2020)

Indicate by entering "Yes" or "No", whether the verification of the applicant's needs shows them to be in excess of \$40.

13. Recommendation of County Investigator (W. & I. C. Sec. 2181)—The amount of aid recommended shall be in accordance with the OAS law and shall be based on net income, computed according to rulings set forth by the SDSW.**14. Signature of County Investigator**—The certificate should be signed and dated by the county public assistance worker who makes the recommendation that aid be granted. The signature may be either the original or a facsimile.**15. Signature of Case Supervisor or Director**—The certificate should be signed and dated by the public assistance supervisor or county welfare director. The signature may be either the original or a facsimile.**16. Action by the Board of Supervisors**—Name of the county, date of the action, amount of aid granted, and the date of beginning aid shall be shown.**17. Signature of County Clerk or Deputy**—The certificate shall be signed by the county clerk or deputy, or chairman of the board of supervisors. The signature may be either the original signature or a facsimile.*How verified*

A report of the property search, together with the location of the evidence, shall be recorded. Reference to correspondence is added when ownership of property outside the County has been verified.

Example: Search of current assessor's records, report on file. Letter from Alameda County Assessor in file.

Record: (1) The nature of the verifications, (2) the date thereof, and (3) location of evidence.

Example: Wage report 8/15/42 in co. file; son John's Ag 225 7/31/42 in co. file.

Verification of need is shown in the county record and reported here by reference to the Report of Investigation, (Form Ag 202) on file.

Example: Completed Form Ag 202 on file.

Record: (1) the particular need which brings total needs in excess of \$40, (2) the verification which establishes the need as excess need, and (3) how the amount of excess need was verified.

Example: Medicine \$5. Need for medicine verified by licensed physician, cost verified by druggist. Verification in Co. file.

*Conditions of eligibility***5. Support from Relatives** (W. & I. C. Sec. 2160 (f))

Insert "No" if relatives are not meeting the applicant's needs, otherwise, insert "Yes."

If "Yes" is entered, ineligibility is indicated. (See Chapter 170-00, Relatives.)

6. Assignment of Property (W. & I. C. Sec. 2160 (g))

If no transfer of either real or personal property was made for the purpose of qualifying for aid, enter "No." If the facts determine that a transfer was made to qualify for aid, ineligibility is indicated. (See Chapter 130-00, Real Property.)

7. Personal Property (W. & I. C. Sec. 2163)

The total verified market value of personal property is entered in the first space, and the amount of cash which is included in that total is entered in the second space. If investigation indicates there is no personal property, state "None." This item refers to the applicant only and includes the applicant's share of community personal property, and the amount of any separate personal property which he may possess. The spouse's share of community personal property and any separate personal property owned by him is not included as it is not a consideration in determining the applicant's eligibility from point of view of personal property. (See Chapter 140-00, Personal Property.)

8. Real Property of Applicant (W. & I. C. Sec. 2164)

This item refers to all real property owned by a single or widowed applicant or one who has a final decree of divorce. The total assessed valuation of the real property owned as verified shall be entered. If the applicant is married, so state and enter "Does not apply." (See Chapter 130-00, Real Property.)

How verified

If applicant is single or there are no responsible relatives, indicate none.

Example: Single—Form Ag 200 on file.

If the spouse is receiving or is an applicant for aid, a reference to this fact is recorded.

Example: Spouse, applicant for OAS — Form Ag 200 on file. Forms Ag 225 on file, 2 sons; statement requested from daughter.

Record: (1) Period covered by the property search, and (2) where the evidence may be reviewed.

Example: Assessor's records searched for 1940 and 1941, report in file.

(If the investigation shows that a transfer was made but it was one which was not in violation of W. & I. C. Sec. 2160 (g), the facts which resulted in this conclusion shall be included in the case record.)

Record: (1) the method, (2) date of verification of the market value of each type of personal property possessed by the applicant, (3) location of evidence.

Example: Letters from Dunn & Bradstreet 4/5/42, Bank of Am. 4/7/42; on file.

If the applicant declares he has no personal property, the investigation discloses none, and the applicant's signed consent authorizing investigation (Form Ag 228) is on file, record: Declared none; signed Form Ag 228 on file.

A report of the property search, together with the location of the evidence, shall be recorded. Reference to correspondence is added when ownership of property outside the county has been verified.

Example: Search of current Assessor's record; report on file. Letter Alameda Co. Assessor in file.

*Eligibility Requirements***Residence (ANB; APSB)**

A. and B. Record only the verified number of years residence in State and county. (See Sec. 121-10, Blind While Not a Resident of California; Sec. 121-15, Blind While a California Resident; Sec. 122-00, County Residence-General; Sec. 122-05, County Residence; and Sec. 129-00, Determination of State and County Residence; and Sec. 232-10, Affidavit Regarding Residence of Applicant.)

C. Record verified date residence established in county of application. (See Sec. 122-15, Non-County Residence; Sec. 232-00, Non-County Residence Procedure; and Sec. 232-05 Applicant's Affidavit of Intent As To Residence in Non-County Cases.)

Public Institution (ANB; APSB)

A. Record "Yes" or "No", as verified. (See Sec. 162-05, Eligibility of Public Institution Inmates.)

B. If answer is "Yes", give name of institution.

Private Institution (ANB)

This item refers only to fraternal, benevolent or other non-profit institutions.

A. Indicate "Yes" or "No", as verified. (See Sec. 163-00, Eligibility of Inmates of Non-profit, Fraternal and Benevolent Institutions; and Sec. 163-30, Applications of Inmates of Nonprofit, Fraternal and Benevolent Institutions.)

B. If answered "Yes", give name of institution.

C. Record "Yes" or "No", as verified. (See Sec. 163-50, Per Capita Cost and Need in Nonprofit, Fraternal and Benevolent Institutions; Sec. 163-55, Determination of Per Capita Cost in Nonprofit, Fraternal and Benevolent Institutions; Sec. 163-60, Life-Care Contracts in Nonprofit, Fraternal and Benevolent Institutions; and Sec. 163-85, Demand for Room and Board in Nonprofit, Fraternal and Benevolent Institutions.)

Proof of Eligibility

A. and B. Record information contained in the two affidavits required giving names of both affiants, dates of their affidavits, period of residence verified by each, and location of evidence.

Example: "Aff. John Doe 4/20/42 verifying res. in State 11 yrs. and county 2 yrs. and aff. Richard Roe 4/22/42 verifying 12 yrs. State and 2 yrs. county residence on Forms B1 221 in county file."

C. Record nature, date and location of evidence.

Example: "Aff. John Doe 4/20/42 verifying res. in State 11 yrs. and in county since 2/1/42 and aff. Richard Roe 4/22/42 verifying res. in State 12 yrs. and in county since 2/1/42 on Forms B1 221 submitted herewith, copies in county file. Appl's aff. 4/2/42 on Form B1 204 submitted herewith, copy in county file."

A. and B. If applicant not in public institution, give date and place of last interview.

Example: "Appl. seen at home (or in office) by worker 4/16/42; report in county file."

If in public institution, give date of worker's visit and probable date of discharge.

Example: "Seen in institution by worker 4/16/42, to be released upon receipt of aid; report in county file."

A. and B. If applicant is not in private institution, record date and place of last interview.

Example: "Appl. seen at home (or in office) by worker 4/16/42; report in county file."

If in private institution, record date visited in institution.

Example: "Seen at institution by worker 4/16/42; report in county file."

C. Record nature, date and location of evidence showing per capita cost, payment of assessments or dues, enforceability of contract, legal obligation of institution, and demand of institution for payment for room and board.

Example: "Report of Inst. auditor 12/31/41 in Inst. files shows per capita cost \$----- per mo. By-laws show no dues or assess. Copy demand for payment for bd. and rm. \$----- per mo. and report in county file."

Sec. 237-50 Instructions for Completion of Certificate of Verification of Eligibility

237-50

ANB; APSB

W&IC. Secs. 114; 3075; 3460

Instructions for completion of the Certificate of Verification of Eligibility (Form Bl 201 and 201a) follow:

Top of Form—

Name—The full name of the applicant shall be recorded. It should be identical with the full name of the applicant as shown on the Application (Form Bl 200).

County Number—The county number should be shown on all Forms Bl 201 when they are sent to SDSW.

Former State Number—If the case is a transfer or a reapplication, enter the State number which was formerly assigned by the SDSW.

State Number—The county is notified of the State number as soon as Form Bl 201 is received. Notification is made on List of State Numbers Assigned to Blind Aid Cases by SDSW (Form Bl 37). That number should be inserted on the county's copy of Form Bl 201.

Non-County Case—Check in the square provided if the application is submitted on a non-county basis.

Eligibility Requirements—

Only verified data should appear in the left-hand column under this heading. Information given by the applicant or others which is not substantiated by proof on file should not be recorded here.

Proof of Eligibility—

The data recorded in the right-hand column under this heading must conform with the verified data shown in the column under Eligibility Requirements. Under each item record nature of evidence, date and place where it may be reviewed. Brief, concise statements are desired. Complete sentences are not required provided the verified data are clearly set forth.

Specific instructions for entries under each column follow:

*Eligibility Requirements***Blindness (ANB; APSB)**

A. Record "Yes" or "No". (See Sec. 180-15, Determination of Degree of Blindness; Sec. 180-20, Approval of Eye Examination Reports; and Sec. 235-00, Physicians' Reports on Eye Examinations.)

B. Record "Yes" or "No". (See Sec. 180-30, Proof that Blindness Occurred While Applicant Was California Resident.)

Verification of this item required only if evidence of residence in State for five years within last nine and one year immediately preceding date of application in ANB or 10 years immediately preceding date of application in APSB is not obtained.

Age (ANB; APSB)

A. Record "Yes" or "No". (See Sec. 106-05, Proof of Age Required in ANB and APSB.)

B. Record birth date as it appears on application if applicant is over 21 years of age or verified birth date if under 21 years of age.

Proof of Eligibility

A. Record name of physician making eye examination, date of examination, and indicate copy of report retained in county file.

Example: "Report Dr. James Roe 3/26/42 on Form Bl 227 submitted to SDSW; copy in county file."

B. Record nature, date and location of evidence.

Example (If answer is "Yes"): "Nat. Cash Register employment record as accountant 1939 to 1941. Letter 4/20/42 in county file."

Example (If answer is "No"): "See verification of residence under Item 3."

A. and B. Record nature, date, and location of evidence when verification is required.

Example: "Birth cert. 4/20/24 in appl's possession."

If verification is not required, record: "Sworn statement on appl. Seen by visitor, and it is obvious he is more than 16 years of age."

*Eligibility Requirements***D. Income (ANB)**

Itemize net income to applicant, showing source and amount, as verified.

If applicant declares no income and investigation verifies this statement, record "None".

D. Income (APSB)**1. Exempt Sources:**

Record amount of net income opposite the source from which it is obtained and show total net income from all exempt sources.

2. Non-Exempt Sources:

Record amount of income received by applicant as regular contributions from responsible relatives and from other non-exempt sources.

If applicant declares no income and investigation reveals none, record "None".

E. Need in Excess of \$50 Per Month (ANB)

If applicant's need is in excess of \$50 per month, record amount of the additional need, as verified.

Responsible Relatives (ANB; APSB)

If responsible relatives are not in fact contributing \$50 per month, or in ANB if applicant's need is in excess of \$50 a month and responsible relatives are not contributing an amount sufficient to meet the verified need, record "No". (See Sec. 170-10, Relatives, ANB and APSB Laws; Sec. 172-05, Investigation of Responsible Relatives Within State; and Sec. 172-15, Determination Regarding Contributions from Out-of-State Responsible Relatives.)

Rehabilitation (ANB)

Record "Yes" or "No", as verified. (See Sec. 233-50, Verification of Plan for Self-Support; and Sec. 142-05, Limitations on Personal Property.)

*Proof of Eligibility***D. Record method of verification, date, and location of evidence.**

Example: "Tenant interviewed 4/15/42; son John gives \$5 cash, Form Bl 225 4/10/42 in co. file; appl's share mtg. payments \$3 per mo. per letter Bldg. and Loan Ass'n 4/2/42 in county file, net occupancy value of home \$2. Report in co. file."

Example: "Appl. has no income; report of investigation 4/29/42 in county file."

D. Record method of verification, date, and location of evidence.

Example: "Books of acct. inspected by worker on 4/15/42. Report in county file. Letters Bank of America 4/16/42, Pac. Gas & Elec. 4/17/42 and State Comp. Ins. Fund 5/2/42 in county file."

Example: "Est. value room and util. provided by son John \$9 per mo. Form Bl 225 4/14/42 in co. file; dau. Mary pays ins. prem. \$1 per mo. letter Met. Ins. Co. 5/2/42 in county file."

Example: "Appl. has no income, report of investigation 4/29/42 in county file."

E. Explain need in excess of \$50 per month, showing method of verification, date, and location of evidence.

Example: "Need for medicine \$3 and doctor's care \$4 per mo. Letter Dr. Ernest Bailey 4/16/42 in county file. Interview with druggist 4/18/42. Report in co. file."

Record nature, date and location of evidence.

Example: "Letter to dau. Mary Smith 4/2/42 returned unclaimed; contact made with all other legally resp. relatives. Forms Bl 225 or report of interviews in county file."

Record method of verification, date, and location of evidence.

Example: "Interview with appl. at his vending stand 4/6/42, letter from Bureau of Rehab. 4/17/42 in county file; Form Bl 25 dated 4/6/42 submitted herewith, copy in co. file."

Example: "Not possible at present due to health; interview with appl. 4/16/42; report in co. file."

Example (if answer is "Does not apply"): See Item 7c.

*Eligibility Requirements***Property Assignment (ANB; APSB)**

- A. If no transfer has been made, record "No". If a recent legitimate transfer has been made, record "No" and show full details qualifying the transfer in county case record. (See Sec. 135-00, Transfer of Real Property to Qualify for Aid; Sec. 135-70, Determination of Reason for Voluntary Transfer of Property; Sec. 135-40, Real Property Search; and Sec. 146-10, Transfer or Assignment of Personal Property.)
- B. If there has been an assignment of property, record date of assignment, as verified.

Need (ANB; APSB)**A. Real Property (ANB; APSB)**

Record the assessed value of applicant's real property, as verified. (See Sec. 135-40, Real Property Search.)

Record the amount of encumbrance against such real property, as verified. (See Sec. 132-03, Encumbrances of Record Deducted from Assessed Value of Real Property.)

If investigation verifies applicant owns no real property, record "None".

B. Personal Property (ANB; APSB)

Record county assessed value of applicant's personal property, as verified. (See Sec. 141-00, Types of Personal Property; Sec. 141-15, Determination of Ownership of Personal Property; and Sec. 140-10, Personal Property.)

Record the amount of encumbrance against applicant's personal property, as verified. (See Sec. 143-15, Encumbrances on Personal Property.)

If verified by investigation that applicant owns no personal property, record "None".

C. Cash and Securities (ANB; APSB)

Record amount of cash value of various securities and cash surrender value of non-exempt insurance owned by applicant, as verified, and show total amount. (See Sec. 142-05, Limitation on Personal Property.) If applicant has no cash or securities, record "None."

Proof of Eligibility

- A. and B. Record method of verification, date, and location of evidence.

Example: "Assessor's rec. searched 1939-41; recorder's rec. shows prop. assessed \$1800 deeded to son 6/14/40, app. retained life estate; report in county file."

- A. Record method of verification, date, and location of evidence.

Example (if real and personal property holdings clearly less than \$3000): "Assessor's rec. searched 1939-41; letter Bldg. & Loan Co. 4/2/42 and report in county file."

Example (if property holdings approach \$3000 limitation): "Assessor's rec. searched 1939-41; recorder's rec. searched 4/14/42. Report in county file."

Example: "Assessor's rec. searched 1939-41. Trust deed inspected 4/14/42 bears stamp of recorder's office report in co. file."

Example (if answer is none): "Search of Assessor's rec. 1939-41; report in county file."

- B. Record method of verification, date, and location of evidence.

Example (if real and personal property holdings clearly less than \$3000): "Assessor's rec. searched 1939-41. Bank of America, holding chattel mtg., interviewed 4/16/42; report in county file."

Example (if property holdings approach \$3000 limitation): "Assessor's rec. searched 1939-41; Recorder's rec. searched 4/14/42. Report in co. file."

Example: "Assessor's rec. searched 1939-41; chattel mtg. inspected 4/14/42 bears stamp of recorder's office. Report in co. file."

Example (if answer is none): "Search of assessor's records 1939-41; report in county file."

- C. Record method of verification, date and location of evidence.

Example: "Letters in Co. file Bank of America 4/16/42, Dunn and Bradstreet 4/20/42, Bldg. and Loan Co. 4/22/42; exam. of ins. policies by county worker; report in county file."

Example: "Appl. declares none. Form Bl. 228 signed 4/7/42 in county file."

237-75 Sec. 237-75 Instructions for Certificate of Eligibility

W&IC Secs. 114; 1560; 2140; 3075; 3460

ANC

The following instructions supplement those contained on Certificate of Verification of Eligibility (Form CA 201).

Form CA 201 shall include all the children of a family for whom application for ANC is made even though the basis of their eligibility may be different. "Children of a family" means children of a common parent who live in the same household or children of a common parent who ordinarily live in the same household but who are placed out of the home and are in a boarding home, the home of relatives or an institution.

Top of Form—

Name of Applicant—The name of the applicant as given on the Application (Form CA 200) shall be entered.

Relationship to Children—The relationship of the applicant to the children shall be entered.

County Number—The county number shall be shown on all cases if it is different from the SDSW number.

Former State Number—If the case involves transfer, reapplication or application for an additional child, the State number already assigned by SDSW shall be entered.

State Number—In new cases, after the SDSW notifies county of the State number on List of State Numbers Assigned to Children's Applications (Form CA 40) county should insert the new number on their copy of Form CA 201.

Non-County—Check in the appropriate square to indicate whether or not the application is submitted on a non-county basis.

Eligibility Requirements (Column 1)

Only verified data shall be recorded in the left-hand column under "Eligibility Requirements" (hereafter referred to as Column 1). Information given by applicant or others which is not substantiated by proof on file should not be recorded.

Proof of Eligibility (Column 2)

In the right-hand column under "Proof of Eligibility" (hereafter referred to as Column 2) record the nature, date and location of evidence verifying the information recorded in Column 1.

1A. **Children's Surname**—Record children's surname.

1B. **Mother's Name**—Record mother's given name and surname. If mother's surname is the same as children's, record only her given name.

1C. **Father's Name**—Record father's given name and surname. In Illeg. classification when paternity has not been acknowledged or legally established, indicate by "alleged" or "all." following father's name.

1D. **Evidence Verifying Parentage**—Record (1) nature, (2) date, (3) location of evidence verifying parentage. This is usually the parents' marriage certificate. (See Sec. 191-10, Determination of Parentage, for other types of parentage evidence.) In Illeg. classification paternity is not verified, therefore record evidence verifying maternity. In Fdlg. classification, enter "See 2B."

Example a: 1D. Evidence Verifying Parentage.

Cert. cpy. marriage ctf. 4/19/23, Applicant's poss.

Example b: 1D. Evidence Verifying Parentage.

Aff. both parents acknowledging parentage 4/15/42, file.

Example c: 1D. Evidence Verifying Parentage.

County hospital operation permit signed by man as father 8/10/34, Monterey Hospital.

*Eligibility Requirements***Plan for Self-Support (APSB)**

- A. Record "Yes" or "No", as verified. (See Sec. 233-50, Verification of Plan for Self-Support.)
- B. State type of training.
- C. Record "Yes" or "No", as verified.
- D. Record type of enterprise.

Proof of Eligibility

- A. B. C. and D. Record nature, date and location of evidence.

Example: "Corres. University of California 4/10/42 in co. file; appl. visited by worker at his law office 4/15/42 and acct. books inspected; report in county file."

Certification and Recommendation (ANB; APSB)

- A. Record the amount of aid recommended. The recommendation shall be in accordance with the ANB and APSB Laws and the rules and regulations of the SDSW.
- B. Leave blank when approval of aid is recommended. When denial of aid is recommended, the specific reason for denial shall be recorded.

Signature of County Worker (ANB; APSB)

The county public assistance worker making the investigation should sign Form Bl 201 or Bl 201a and give date of completion of investigation. The signature may be either the original or a facsimile.

Signature of County Case Supervisor or Director (ANB; APSB)

The Form Bl 201 or 201a should be signed and dated by the county public assistance case supervisor or county welfare director. The signature may be either the original or a facsimile.

Approval by the Board of Supervisors (ANB; APSB)

Name of county, date of action, amount of aid approved, and date of beginning aid shall be shown.

Denial by the Board of Supervisors (ANB; APSB)

Leave blank when approval of aid is recommended. When denial of aid is recommended, show complete action of the board of supervisors, name of county and date of action.

Signature of County Clerk or Deputy (ANB; APSB)

Form Bl 201 or 201a shall be signed by the county clerk or deputy (or chairman of the board of supervisors). The signature may be either the original or a facsimile.

Identifying Data (ANB; APSB)

The section on the reverse side of the Form Bl 201 or 201a headed "County: Complete This Information" shall be accurately completed by the county. This information provides the identifying data relating to the applicant and is the basis for indexing in SDSW office.

County: Record name of county in full, not in abbreviated form.

County Number: Record county case number. Name of county need not be repeated.

Applicant: Record surname first, then full given name. The use of initials should be avoided unless applicant's given name consists of initials only.

Guardian: If a legal guardian has been appointed by court, record guardian's name.

Column 1

Example c:

2A. Classification
Illeg.

P.C.I. classification evidence shall include verification of parent's commitment, type of institution, and request for notification of change of status; date of commitment.

Example a:

2A. Classification
P.C.I.

Example b:

2A. Classification
P.C.I.

C.I.F. classification shall include Report by Physician (Form CA 240) and date of examination establishing permanent incapacity.

Example:

2A. Classification
C.I.F.

T.B.F. classification evidence shall include Report by Physician—Tuberculous Father (Form CA 222), verification of date of admission and request for notification of release if father is in hospital or sanitarium; or, if he is not in such institution, date of physician's examination.

Example a:

2A. Classification
T.B.F.

Example b:

2A. Classification
T.B.F.

Abd. classification evidence shall include court order declaring child abandoned or history of abandonment with statement of efforts to locate parents; and date of court order or dates covering period of abandonment.

Example a:

2A. Classification
Abd.

Example b:

2A. Classification
Abd.

Fdlg. classification evidence shall include affidavit of person who found child and efforts to identify child, if available; date of finding of child.

Example:

2A. Classification
Fdlg.

Column 2

2B. Evidence Verifying Classification

Mo. mentally deficient and **promiscuous**.
Sal. Army record 6/12/40 to 1/15/41 and
interview with relatives. Identity all. fa.
cannot be determined co. file.

2B. Evidence Verifying Classification

Commitment order. Fa. comm. San Quen.
5/10/41; Ala. Co. Clerks off. Letter to San
Quen. reqes. notif. chg. of stat. 5/10/41,
co. file.

2B. Evidence Verifying Classification

Letter from Agnews 5/25/40. Fa. Comm.
8/4/35, Co. to be notified of chg. of stat.

2B. Evidence Verifying Classification

CA 240, 1/24/42, County file.

2B. Evidence Verifying Classification

CA 222, 3/4/40, Letter 3/10/40 verif. hosp.
fa. 3/1/40, Co. to be notified of release,
Co. file.

2B. Evidence Verifying Classification

CA 223, 3/10/42, Co. file.

2B. Evidence Verifying Classification

Ct. order of abandonment, 10/12/40.
Sacto. Co. Clerk's off.

2B. Evidence Verifying Classification

Children's Protective Soc. Rec. 12/15/41;
Routine eff. to loc. all clues followed,
11/1/40 to 3/1/42, co. file.

2B. Evidence Verifying Classification

Aff. of Anna Jones, 7/8/40 Co. file Chil-
dren's Home Soc. records 7/8/40 to
8/10/41.

2A. **Classification**—Record by appropriate abbreviations classification under which child or children are eligible. (See Sec. 190-00, Chart Defining Classification of Needy Children.)

W.O. Orphan
H.O. Half orphan
W.F.U. Whereabouts of father unknown
Illeg. Dependent illegitimate child

P.C.I. Parent Committed to Institution
C.I.F. Incapacitated father
T.B.F. Tuberculous father
Abd. Abandoned child
Fdlg. Foundling

2B. **Evidence Verifying Classification**—Record (1) nature of evidence; (2) date pertinent to establishment of classification; (3) location of evidence establishing status of parent or parents. (See Chapter 190-00, Classification, for acceptable proof of classification; especially Secs. 191-00 to 196-20.)

W.O. classification evidence shall include nature of evidence of death of both parents and the date or dates of death.

Example: Column 1

2A. Classification
W.O.

Column 2

2B. Evidence Verifying Classification
Cert. cpy. mo's. dth. etf. 5/19/39, Co. file;
Aff. phys. attndg. fa. at dth. 12/15/30, Co. file.

H.O. classification evidence shall include evidence of death of one parent, date of death or of court order of presumptive death.

Example:

2A. Classification
H.O.

2B. Evidence Verifying Classification
Ct. order presum. dth. 5/9/28, Ala. Co. Clks. off.

W.F.U. classification evidence shall include Affidavit Concerning Father's Absence (Form CA 220), failure-to-provide warrant, efforts to locate father, and date failure-to-provide warrant was issued.

Example:

2A. Classification
W.F.U.

2B. Evidence Verifying Classification
CA 220 2/14/42 in co. file; Warrant filed 2/7/42 Colusa D.A. off.; routine effort locate, all clues followed 11/11/41 to 3/20/42, co. file.

Illeg. classification evidence shall include nature and location of evidence used to determine that paternity has not been acknowledged or legally established. This varies with the circumstances in individual cases but should include (1) statement as to whether alleged father was located and interviewed; (2) if interviewed, statement of alleged father regarding paternity; (3) if not located, dates covering efforts to locate; (4) if affidavits are secured, their content, date and location; (5) if an agency's record is reviewed, record dates covered, pertinent information obtained and location of original evidence. Any date pertinent to establishment of classification should be recorded.

Example a:

2A. Classification
Illeg.

2B. Evidence Verifying Classification
Routine eff. loc. all. fa. All clues followed. 8/3/41 to 2/17/42, co. file. Aff. mat. grmo. pat. not ackn. 10/12/41, co. file.

Example b:

2A. Classification
Illeg.

2B. Evidence Verifying Classification
Presumption legitimacy refuted husband's imprisonment 9/12/39, co. file. Aff. all. fa. denying pat. 3/10/41, co. file.

- 9A. **Property Owned by Parent and/or Children**—Record (1) verified total assessed value of all combined real property owned by parent, parents, and/or child or children; (2) verified value of cash or securities owned by parent, parents, and/or child or children. (If face value of insurance policies is used in determining value of personal property, include face value in total of cash and securities; see Sec. 143-89, Verification of Insurance); (3) record "No" if no transfer of either real or personal property was made for the purpose of qualifying for aid. If the facts determine that a transfer was made to qualify for aid, ineligibility is indicated.
- 9B. **Evidence Verifying Property**—Record (1) nature of evidence, period covered by search and location of evidence verifying assessed value of real property; (2) record nature of evidence, date of verification and location of evidence verifying amount of cash or securities; if face value of insurance policies is used in determining value of personal property, indicate by "F. V." Inasmuch as the two-year property search would reveal transfer or assignment of real property, cross reference to (1) may be entered in (3) to indicate verification of 9A(3). If investigation of personal property indicates no transfer or assignment, record in (3) "Investigation reveals none." (If the investigation shows that a transfer was made, but was one which was not in violation of Sec. 135-00, Transfer of Real Property to Qualify for Aid, or of Sec. 146-10, Transfer or Assignment of Personal Property, the facts which resulted in this conclusion shall be included in the case record.)
- 10A. **Is _____ Child _____ Receiving \$25 _____**—Check in appropriate square to indicate whether or not any child is receiving \$25 or more for his specific support. If answer is "Yes," enter name/s of child/ren in space provided.
- 10B. **Verification and Explanation of Specific Support**—If investigation reveals that answer to 10A is "No," Item 10B need not be completed. If answer is "Yes," record nature, date, and location of evidence verifying specific support.
- 11A. **Contribution From Parent/s Not Living With Child/ren**—Under 11A (1) check in appropriate square whether parent is able to contribute. If answer is "Yes," record under 11A (2) the amount of the actual contribution.
- 11B. **Evidence Verifying Ability to Support and Contribution From Parents**—Record under 11B (1) nature, date and location of verification of parents' ability or inability to support. Under 11B (2) record nature, date, and location of evidence verifying amount of contribution.
- Example:
- | Column 1 | Column 2 |
|--|--|
| 11A. Contribution from parent/s not living with child/ren: | 11B. Evidence verifying ability to support and contribution from parent/s: |
| (1) Able to contribute Yes | (1) Ver. fa. wages—Hale Bros. 3/1/42, Co. file and interview fa. 4/1/42, Co. file. |
| (2) Actual contribution \$12.50 | (2) Home visit to caretaker 3/19/42, Co. record. |
- 12A. **Assistance Plan—Budgetary Basis for Determining Need**—Record (1) the total budget for the family unit; (2) total net income to family unit; (3) budgetary deficiency, i.e., the difference between the total budget and the total net income to family unit; and (4) the ANC grant.
- 12B. **Verification and Explanation of Assistance Plan**—Counties using the Budget Work Sheet (Form Gen M48) should refer to this as evidence verifying Items 12A (1), (3) and (4). Counties not using Form Gen M48 should indicate date on which budget was estimated; e.g., "Budget estimated 10/11/41, Co. file." As verification of Item 12A (2), each item which is part of the total net income to the family unit shall be indicated and the nature, date, and location of evidence verifying each item shall be recorded on the certificate.

3. **Given Names of Children**—Enter the children's given names. When there are two sets of parents (e.g., two different fathers) and therefore two classifications, use the second group of appropriate spaces. If there is one set of parents and one classification for all the children in a family but more than 6 children, use second group of spaces for children's given names, crossing out unused lines indicated for second group of parents. A rider may be used for additional children or for any additional classification on the same family group. The children's names are verified by birth evidence retained in the county file and recorded in Item 6B.
4. **Living Plan**—Record living plan for each child showing whether he is in own home, in the home of relatives eligible or ineligible for Federal participation in the grant of aid, in a boarding home, or in an institution. The following abbreviations may be used in designating the living plan:

O.H.—Own home	B.H.—Boarding home
E.R.—Eligible relative	Inst.—Institution
I.R.—Ineligible relative	

Verification of the living plan is recorded in the narrative.
- 5A. **Payee Relationship**—Record family or other relationship of payee to each child. When payee is other than applicant in a non-federal case, record "Signature on file" or "S. O. F." in this space to indicate that county has such signature on file. Verification of payee relationship is included in narrative.
- 5B. **Payee—Name If Other Than Applicant**—Record name of payee when payee is other than applicant.
- 6A. **Verified Birth Date**—Record birth date, as verified. (See Chapter 105-00, Age.)
- 6B. **Evidence Verifying Birth Date**—Record nature of evidence, date of document (except when evidence from California State Bureau of Vital Statistics is used) and location of evidence verifying birth.
- 7A. **School Status**—List the names of children 16 to 18 for whom application for ANC is made who are otherwise eligible for Federal participation. Indicate by checking "Yes" or "No" whether they are "regularly attending school" in accordance with Sec. 235-20, School Attendance as Requirement for Federal Participation.
- 7B. **Evidence Verifying School Attendance**—Record nature of evidence, date of original document and location of evidence.
- 8A, B and C. **Residence—State and Non-County**—Unless State or county residence differs for any of the children, indicate all of children by name of the first child followed by "et al" under 8A. Under 8B, show how State residence was established (i.e., by birth, by parent's residence, or by physical presence of child). 8C is completed only for non-county cases. Beginning date of residence in county of application is recorded here. (See Chapter 120-00, Residence.)
- 8D. **Evidence Verifying Residence**—Record under 8D (1) nature, date, and location of evidence verifying State residence. Indicate period of residence verified by documents. When birth evidence as recorded under 6B shows birth in California, cross reference to 6B. Evidence of county residence is required only in non-county cases. Record under 8D (2) date and location of Form CA 204, Form CA 234, and nature, date and location of evidence verifying length of residence in county of application. If the county residence of all children is determined under the same subdivision of Sec. 1526 W. & I. C., and this is indicated by Item 8A, pertinent information regarding proof of county residence for each child need not be repeated.

When additional children in a family are placed on aid by a subsequent Form CA 201 and the payee is not the same as for the children currently receiving aid, Item 12 or 13, Assistance Plan, shall be completed for the additional child or children only. Items 14 and 15 shall include only the names of the additional child or children and shall show only the grant for the additional child or children.

Example: Application is made for ANC for James, Joseph and Richard Smith with the mother as payee. Birth evidence cannot be obtained immediately for Richard. Form CA 201 is completed for James and Joseph. Richard's name does not appear on this certificate. When eligibility is subsequently established for Richard, a boarding home mother is to be the payee for him while the mother remains the payee for James and Joseph. Items 12 and 13 of the second Form CA 201 refer to Richard only. His name and his grant only are recorded in Items 14 and 15.

250-00 Sec. 250-00 Disposal of Applications

OAS; ANB; APSB; ANC

W&IC Secs. 1550; 2022; 3084; 3472

The board of supervisors shall as the final step in the investigation grant or deny the application (Form Ag, Bl, CA 200, Bl 200a). In ANC, when application is filed for a family group in which some children qualify for aid and others do not qualify, the county may grant aid for the eligible child/children and at the same time deny aid for the ineligible child/children.

The board of supervisors shall act on the application at the first meeting for consideration of such applications subsequent to receipt of the report made to them by their designated representative.

When aid is granted, they shall specify the amount of aid and the date on which it is to begin. (See Sec. 611-50, Beginning Date of Aid.)

When proof of ineligibility has been obtained or if, after diligent investigation eligibility cannot be established, aid shall be denied by the board of supervisors. In ANC, if the eligibility or ineligibility status has not been determined for one or more of the family group, the county action may be withheld for such child or children until a later date when the investigation has been completed. Include only those children for whom eligibility or ineligibility has been established on the Certificate of Eligibility (Form CA 201). When evidence necessary to establish eligibility or ineligibility of the remaining child or children named on the Form CA 200 is obtained, another Form CA 201 shall be completed and referred to the board of supervisors for appropriate action.

Aid shall be denied if the applicant's whereabouts are unknown and he cannot be located or if he establishes residence in another State before the investigation is completed. When an application for OAS, ANB, APSB, or the person establishing a child's or children's residence moves and establishes residence in another county before the board of supervisors takes action, the responsibility of the first county ceases. (See Sec. 232-40, Change of County Residence Prior to Granting of Aid.)

In OAS, ANB, APSB, action of the board of supervisors is not required if an applicant dies before the investigation is completed. Such applications are considered cancelled.

Action of the board of supervisors is not necessary on withdrawn applications. Any request by the applicant for withdrawal of his application shall be made upon his own initiative and in writing. Withdrawals may occur when the applicant believes himself, or the children for whom application is being made, to be ineligible or for some other reason wishes the investigation discontinued. The reason for the applicant's withdrawal, if known, should be recorded in the county record.

- 13A. **Assistance Plan—Board and Care Basis for Determining Need**—Record (1) the amount charged for care of child/ren; (2) total contribution from parents for care of child/ren; (3) other income to child/ren; (4) deficiency, i.e., the difference between the charge for care and the total contributions; (5) the ANC grant.
- 13B. **Verification and Explanation of Assistance Plan**—(1) Where amount needed for the child's care outside of its own home is determined by county investigation and there is no documentary evidence obtainable, indicate means of verifying amount needed; e.g., by home visit, correspondence, etc. (2) Cross reference to Item 11B. (3) Explain source of other income. (4) and (5) No recording required.
14. **Certification and Recommendation**—Certification and recommendation is made after verification by investigation as established by evidence on file in county office and in accordance with rules and regulations of SDSW.
- A. Fill in names of children who qualify for aid with amount of aid recommended.
- B. Fill in names of children who do not qualify for aid, and reason.
- Signature of county investigator (i.e., public assistance worker) and/or case supervisor or county welfare director is entered upon Form CA 201 on completion of investigation. All signatures shall be original or facsimile signatures. Date is date of signing certificate.
15. **Approval by Board of Supervisors**—Name of county, date of action, names of children granted aid, the total amount of aid approved, and date of beginning aid shall be indicated. Signature of county clerk or deputy shall be original or facsimile signature.
16. **Denial by Board of Supervisors**—Name of county, date of action, names of child or children, and reason for denial shall be entered here with signature as above.
17. This section is completed by the State.

When additional children in a family are placed on aid by a subsequent Form CA 201, and the payee is the same as for the children currently receiving aid, Items 12 and 13 relating to the assistance plan shall be completed for all children including those on the first Form CA 201. Items 14 and 15 shall include the names of children on the first Form CA 201, currently receiving aid, and the names of the child or children on the second Form CA 201, and shall show the total grant for all children. If ineligibility has been established for a child or for children on the first Form CA 201, do not include them in Items 14 and 15 of the second Form CA 201.

Example: Application is made for ANC for Sally, John and Mary Jones with the mother as payee. Birth evidence cannot be obtained immediately for Mary. Form CA 201 is completed for Sally and John. Mary's name does not appear on this certificate. When eligibility is subsequently established for Mary and the mother remains the payee, an additional Form CA 201 is completed. Items 12, 13, 14, and 15 include all three children.

Items 14 and 15 on the first Form CA 201 are completed thus:

14. CERTIFICATION AND RECOMMENDATION:

A. Sally and John qualify for Aid to Needy Children and I recommend
(Names of Children)
that aid be granted in the amount of \$ 67.50.

15. Approved by the Board of Supervisors of xxx County this 6th day of June, 1942, for Aid to Needy Children for Sally and John
(Names of Children)
in the amount of \$ 67.50. Aid to begin on the 1st day of June, 1942. Aid to Needy Children grant \$ 45.00, county supplemental aid in the amount of \$ 22.50.

Items 14 and 15 on the second Form CA 201 are completed thus:

14. CERTIFICATION AND RECOMMENDATION:

A. Sally, John and Mary qualify for Aid to Needy Children and I
(Names of Children)
recommend that aid be granted in the amount of \$ 67.50.

15. Approved by the Board of Supervisors of xxx County this 6th day of July, 1942, for Aid to Needy Children for Sally, John and Mary
(Names of Children)
in the amount of \$ 67.50. Aid to begin on the 1st day of July, 1942. Aid to Needy Children grant \$ 67.50. County supplemental aid in the amount of \$ _____.

250-10 Sec. 250-10 Reporting Action of the Board of Supervisors to Applicant

OAS; ANB; APSB; ANC W&IC Secs. 114; 1560; 2140; 3075; 3460

Immediately following action of the board of supervisors the applicant shall be notified in writing of the disposition of his application and of his right of appeal to the SDSW for a fair hearing. Every notification of denial shall include the reason for such action.

Notification of Action of the Board of Supervisors (Form Ag, Bl, CA 239) includes the minimum requirements for notification to the applicant and shall be used by the county unless a substitute form which incorporates the information appearing on Form Ag, Bl, CA 239 is used, namely:

1. The reason for the board of supervisors' action unless, in OAS, ANB, or APSB, aid is granted in the maximum amount.
2. A suggestion that the applicant discuss with the county any dissatisfaction regarding the board of supervisors' action.
3. A statement regarding the right of appeal for a fair hearing including the address of the SDSW.

Sec. 250-05 Reporting Action on Application to SDSW

W&IC Secs. 114; 1560; 2140; 3075; 3460 250-05

OAS; ANB; APSB; ANC

The SDSW shall be notified of the action of the board of supervisors on all applications within 15 days after such action by submission of the properly completed forms set forth in the chart below according to the respective category of aid.

Forms Used in Reporting Action on All Applications to SDSW

(See Secs. 232-00 and 232-20, Non-County Residence Procedures, for additional forms to be submitted on non-county cases.)

Aid Granted	Type of Aid			
	OAS	ANB	APSB	ANC
Application -----	Ag 200 (original or certified copy)	Bl 200 (original or certified copy)	Bl 200a (original or certified copy)	CA 200 (original or certified copy)
Certificate of eligibility	Ag 201 (original or certified copy)	Bl 201 (original or certified copy)	Bl 201a (original or certified copy)	CA 201 (original or certified copy)
Social data record card	Ag 230 (original)	Bl 230 (original)	Bl 230 (original)	CA 230 (original or certified copy)
Physician's report of eye examination ¹ ----		Bl 227 (original or certified copy)	Bl 227 (original or certified copy)	
Summary of letters of guardianship (when required) -----	DPA 5 (original)	DPA 5 (original)	DPA 5 (original)	
Certificate of delivery of payment of aid (when required) ----	Ag 231 (original)	Bl 231 (original)	Bl 231 (original)	
Plan for rehabilitation (when required) ----		Bl 25 (original)		
Notice of change ² (when required) ----				CA 232 (original)
Aid Denied	Type of Aid			
	OAS	ANB	APSB	ANC
Application -----	Ag 200 (original or certified copy)	Bl 200 (original or certified copy)	Bl 200a (original or certified copy)	CA 200 (original or certified copy)
Certificate of eligibility ³	Ag 201 (original or certified copy)	Bl 201 (original or certified copy)	Bl 201a (original or certified copy)	CA 201 (original or certified copy)
Notification of action of Board of Supervisors ³ -----	Ag 239 (carbon copy)			
Physician's report of eye examination ¹ (a) -		Bl 227 (original or certified copy)	Bl 227 (original or certified copy)	

¹ Unless report has been sent in duplicate to State Ophthalmologist for review prior to action by board of supervisors (a) Form need only be sent when aid is denied because applicant does not come within degree of blindness.

² When child is in home of payee eligible to Federal participation and applicant is not payee.

³ Either Ag 201 or Ag 239 may be submitted at the discretion of the county.

Form AG 201

FORM AG 201—Revised December, 1941

(Formerly Ag 21)

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

Certificate of Verification of Eligibility

Send one copy to State Department of Social Welfare, Sacramento, accompanied by Form Ag 200 (formerly Ag 1) and Form Ag 210 (formerly Ag 24).

John Doe

APPLICANT'S NAME (Give name as on Form Ag 200, formerly Ag 1)

STATE NO. 188

A-6578

COUNTY NUMBER

FORMER STATE NUMBER, IF A TRANSFER OR REAPPLICATION

CONDITIONS OF ELIGIBILITY

1. Birthdate: February 10 1872

2. Citizenship: ☒ Naturalization
☐ Parent's Naturalization
☐ Marriage of Foreign born woman to Citizen
☐ Other3. Residence: a. State 25 yrs.
b. County 154. a. Is an inmate of a public institution, Yes or No. No
b. Is an inmate of a public institution but will not be after

5. Receiving adequate support from responsible relatives No

6. Has made voluntary assignment of property No

7. Has personal property value of \$ 364.00 including

\$ 364.00 cash.

8. Has real property assessed value of \$ none

9. Applicant and spouse have real property assessed value of does not apply.

10. Applicant has income from:

SOURCE Daughter, Marie AMOUNT \$10.00

11. Applicant is in need. Yes

12. Need is in excess of \$40. No

I CERTIFY, That the above facts have been verified by investigation, that supporting evidence is on file in the county office, is open to inspection by duly authorized State and Federal representatives and that to the best of my knowledge and belief the above-named is entitled to Old Age Security under the existing law.

13. Recommendation of county investigator that aid be granted in the amount of \$ 30.00

14. Mary Brown 3/1/42 15. Ruth Jones 3/1/42

16. Passed by the Board of Supervisors of Sacramento County this 17 day of March 19 42

in the amount of \$ 30.00 per month, aid to begin on the 1 day of March 19 42

17. Ellen Morris

SIGNATURE OF COUNTY CLERK OR DEPUTY

RESERVE THIS SPACE FOR STATE

STATE NO. A-6578

COUNTY No.

REAPPLICATION TRANSFER

APPLICATION

FULL NAME

DATE

REASON FOR CHANGE

TOTAL AID

Aid to begin

Total \$

Form AG 203

FORM AG 203—May, 1941

(Formerly Ag 2—Ag 3—Ag 4)

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

Summary of Information from

Review of Documentary Evidence

Case Name John Doe

County Number A-6578

Summary of Information from Review of Documentary Evidence

OLD AGE SECURITY

THIS IS TO CERTIFY That the following pertinent information appears on documentary evidence reviewed:

AGE Insurance policy, dated 2/10/90, gives applicant's birthdate as 2/10/72.

Evidence is in possession of applicant

CITIZENSHIP original certificate of citizenship, dated 4/5/92 issued in Chicago, Illinois

Evidence is in possession of applicant

RESIDENCE Rent receipts covering period from 2/1/36 to 2/1/42

Evidence is in possession of applicant

[SIGNED]

Mary Brown

Signature of worker reviewing evidence

Date 2/28/42

Form AG 204

FORM AG 204 (revised)—May, 1942

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

County Sacramento

Name John Doe

State No. County No. A-6578

Applicant's Affidavit of Intent as to Residence

OLD AGE SECURITY

(For use of applicant who is making application under Section 2160-d of the Welfare and Institutions Code)

THIS IS TO CERTIFY, That I, John Doe moved to the County of Sacramento, State of California, on September 20, 1941

During the three year period before moving to this county I lived in the following counties:

COUNTY	FROM (Date)	TO (Date)	REASON FOR CHANGE
Los Angeles	1937	1939	To live with my sister
San Francisco	1939	9/20/41	To be near children in Sacramento County

I moved to this county for the following reason:

To make my home near my children in Sacramento County

I decided to live permanently herein on September 20, 1941

Date

John Doe

SIGNATURE OF MAKER OF AFFIDAVIT

NOTE—When the applicant can not sign his name, the signatures of two witnesses to his mark must appear.

Witness to mark

Witness to mark

Subscribed and sworn to before me this 19th day of February 19 42

Name Ellen Morris Title Deputy Clerk

Signature of person authorized to acknowledge an affidavit

This form or a certified copy thereof shall be submitted to the State Department of Social Welfare with this application for non-county aid.

Section 4295, Political Code, as amended by 1939 Legislature provides, in part: (1) "Whenever the oath of an affiant or the affidavit of a person is necessary in order that a person may obtain charity or relief from any agency or department of the United States Government, the State of California, or any political subdivision thereof, no fee shall be charged for the taking of such oath."

FORM AG 202—October, 1937
(Formerly AG 27)
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

Report of Investigation Old Age Security

Applicant's Name Jane Doe Address 515 50th Avenue, Sacramento
(Give name as on Form AG No. 1)
Spouse's Name John Doe Address 515 50th Avenue, Sacramento
Marital Status: Married ☒ Wid. ☐ Single ☐ Sep. ☐ Div. ☐ Verification of Div. ☐
Maiden Name of Woman Applicant Jane McCall
Age 70 Date of birth 4-8-72 How verified: ☒ Public or Official Record
☐ Legal Document
☐ Personal Affidavit
☐ Other

Citizenship: Birthplace Scotland
Foreign born applicants indicate how citizenship was acquired
By own naturalization Date 10-10-96 Place Seattle, Washington
By parent's naturalization Date 10-10-96 Place Seattle, Washington
By marriage ☒ Date 10-10-96 Place Seattle, Washington
Was husband native born American citizen? ☐ no England
Was husband naturalized citizen? ☒ yes Date of Naturalization 8-7-90 Place Seattle, Washington

Na. and dates of marriages (1st—To Whom John Doe Nationality English Date 10-10-96
(2nd—To Whom Nationality Date
(3rd—To Whom Nationality Date

Residence: LOCALITY YEARS FROM TO HOW WAS REQUIRED RESIDENCE VERIFIED
San Francisco County 10 1914 1924 Reg. records
Seattle, Washington 12 1924 1936 " "
Sacramento County 6 1936 1942 Utility receipts

Date last came to California 2-3-36 Total number years residence in California 16 years

Real Property: LOCATION WHEN ACQUIRED ASSESSED VALUE ENCUMBRANCES MONTHLY PAYMENTS NO TAXES AND OTHER NET INCOME
Owned by applicant: Home none
Other none
Owned by spouse: Home 515 50th Avenue 1937 \$2000 \$850 \$15 \$3
Other none

Personal Property: (Cash, Mortgages, Trust Deeds, Stocks, Bonds, Chattels)
DESCRIPTION PRESENT MARKET VALUE HOW VERIFIED
Owned by applicant: Savings account 250.00 bank statement
Telephone stock 100.00 broker's "
Owned by spouse: Savings account 250.00 bank "
Telephone stock 100.00 broker's "

Insurance: (Append separate sheet for additional policies)

NAME OF COMPANY	POLICY NO.	DATE TAKEN OUT	FACE VALUE AT MATURITY	CASH SURRENDER VALUE	ANNUITY PREMIUM	PAID BY WHOM	BENEFICIARY
Applicant: <u>none</u>							
Spouse: <u>none</u>							

List loans of record against each of above policies: none

Responsible Relatives: (Spouse and Adult Children)

NAME	ADDRESS	RELATIONSHIP	FORM AG 14 FILED	HOUSEHOLD INCOME	NUMBER OF DEPENDENTS
<u>John Doe</u>	<u>515 50th Avenue</u>	<u>spouse</u>	<u>yes</u>	<u>40.00</u>	<u>-</u>
<u>Lee Doe</u>	<u>Carson City, Nev.</u>	<u>son</u>	<u>yes</u>	<u>190.00</u>	<u>4</u>

Supplemental information pertaining to circumstances and ability of responsible relatives to assist shall appear in the chronological record.

Is recovery from relatives anticipated? no What arrangements have been made regarding this? none

Household Group:

NAME	RELATIONSHIP	AGE	OCCUPATION	SOURCE AND AMOUNT SUPPORT	AMOUNT CONTRIBUTED TO HOUSEHOLD
<u>John Doe</u>	<u>spouse</u>	<u>71</u>		<u>OAS \$40.00</u>	<u>\$40.00</u>

Date of home visit: 7-25-42
Describe present living conditions: five rooms modern home in good condition. Owned by couple.

Proposed change

Is applicant an inmate of public or private institution? no Name
Conditions of admission

Health:

Does applicant appear to be in need of medical attention? no
Is applicant receiving medical attention? no If private, give name of Physician
If public, indicate type of care given

Applicant's Past Income:

What has been the source of income? spouse's earnings; own earnings
Approximate total monthly expenditures for housing during past year? \$ 215.00
What debts incurred during past year? none

Applicant's Present Income:

SOURCE	AMOUNT	AMOUNT DEDUCTIBLE
Wages		
Relatives		
Pensions, military, civil, industrial		
Property		
Roomer and boarder		
Other		
Total	<u>none</u>	<u>none</u>

Social Security number

Record of previous assistance received by applicant from organizations, churches or sources other than relatives:

NAME	TYPE	IS APPLICANT STILL RECEIVING
<u>none</u>		

Has applicant had military service? no
Has eligibility to pension been verified?
Has eligibility to pension or compensation from military service of others been investigated? yes
Information obtained from references and dates contacted: References recommended that aid be granted.
Couple has been maintained by savings. Contacts made 7/30/42 and 8/4/42.

Explain why assistance is necessary at this time: Savings are becoming depleted.

County agent recommends Old Age Security of \$ 40.00

Martha Mayne
SIGNATURE OF COUNTY AGENT
Date 8/3/42

This form to be retained in County File

Form AG 202

Form AG 202 (Reverse)

Sec. 250-99 Forms Used in Investigation Procedures

250-99

Public Assistance Program

INVESTIGATION AND DECISION

250-99

Sent to Sec. of State 10/22/42

Form AG 221

Form AG 221 (revised)—December, 1941
(Formerly AG 12)
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
Affidavit of Residence of
Applicant for Old Age Security

Sacramento

A-5578

County

County No.

John Doe

Name of applicant

AFFIDAVIT REGARDING RESIDENCE OF APPLICANT FOR OLD AGE SECURITY

Section 118a of the Penal Code, 1937:

118a. False Affidavits as to Affiant's Testimony

Any person who, in any affidavit * * * swears, affirms, declares, deposes, or certifies * * * as true any material matter which he knows to be false, is guilty of perjury.

THIS IS TO CERTIFY, That I, Henry Jonesliving at 2000 A Street Sacramento County of Sacramento

Street and number

City

County of

State of California, have known John Doe

Name of applicant

an applicant for Old Age Security, for 25 years and know that he/she has resided inCalifornia continuously for 25 years from the year 1917 to the year 1942 and in theCounty of Sacramento for 15 years immediately preceding

Length of time

the date of this affidavit. I have personal knowledge of the applicant's residence for the following reasons:

I met John Doe when we worked together in San Francisco in 1917. We have been
close friends and I have visited in his home from that time to the present.

[SIGNATURE OF AFFIANT] Henry JonesSubscribed and sworn to before me this 19th day

January

19 42

Ellen Morris Deputy Co. Clerk
Signature of person authorized to acknowledge affidavits

Section 4295, Political Code, as amended by 1939 Legislature provides, in part: (1) "Whenever the oath of an affiant or the affidavit of a person is necessary in order that a person may obtain charity or relief from any agency or department of the United States Government, the State of California, or any political subdivision thereof, no fee shall be charged for the taking of such oath."

Form AG 239

Form AG 239—October, 1941
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
Notification of Action by the
Board of Supervisors

Notification of Action by the Board of Supervisors OLD AGE SECURITY

To:

John Doe
2000 A Street
Sacramento
California

Date March 23, 1942County Number A-5578State Number 2244 AgDistrict 3

The County Board of Supervisors of Sacramento acted upon
your application for Old Age Security as checked below:

☐ Application granted effective _____ in the amount of \$ _____

☐ Application denied

Reason for action _____

The County Board of Supervisors adjusted the grant of Old Age Security received by you as
checked below:

☒ Aid was decreased effective April 1, 1942 to \$ 25.00

☐ Aid was discontinued effective _____

Reason for action Your daughter, Marie Jones, informed us that she
would increase her contribution to you effective
4/1/42, to \$15.00 per month.

The grant of aid, or any change in the amount of aid, is based on your present circumstances,
and is in accord with the existing law. The amount of aid granted is subject to revision with a change
in your circumstances.

If you do not understand this notice, or are dissatisfied with the action of the Board of Super-
visors, contact the County Welfare Department located at 221 Main Street
for discussion of any question involved.

Any applicant or recipient who is dissatisfied
with the action taken upon his application or
with respect to the amount of aid granted may
appeal to the State Department of Social Welfare,
616 K Street, Sacramento.

Ruth Jones
Stamp of Signature of County Official

IMPORTANT: Information for all recipients of Old Age Security

Should circumstances make it necessary for you to move, it is your responsibility to make proper arrangements with
your County Welfare Department before you move, either out of the county or to a new address within the county. Other-
wise, there may be an unavoidable delay or interruption in the receipt of your aid.

In accordance with your statement, formally sworn to at the time you signed your application, you are urged to
discuss promptly with your County Welfare Department any changes in your circumstances or financial condition. This will
include discussion of purchase or sale of real or personal property, and any changes in your income from property, responsible
relatives, earnings, or any other source.

Form AG 228

Form AG 228 (revised)—May, 1942
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

Authorization for Financial Investigation OLD AGE SECURITY

County No. A-5578

Martha Meyers
NAME OF COUNTY WELFARE

I, John Doeresiding at 200 A Street, Sacramento California

Street number

City

hereby authorize release to the bearer, a representative of the County Welfare Department

of Sacramento County, any and all information regarding deposits, withdrawals

and balances pertaining to any bank, postal savings, building and loan or trust accounts, which I, or my

spouse either separately or jointly now have or may have had in the past. I also authorize release of

information regarding any collateral held as security for loans advanced to me or my spouse or of the

existence of a safe deposit box, or any stocks and bonds that I, or my spouse either separately or jointly

own or have owned in the past.

I further authorize the bearer to be given information regarding any insurance that I have or
may have had, or any insurance that my spouse has or may have had with any insurance company,
fraternal organization, union, or benefit society. Authorization is also given for release of information
available from the records of the Bureau of Old Age and Survivor's Insurance and from the records of
the Department of Employment regarding Unemployment Benefits.

[SIGNED] John Doe

Signature of applicant

Birthplace River Falls, OregonBirthdate February 4, 1872Maiden name of mother Ann Miller[SIGNATURE OR NAME OF SPOUSE] Alice DoeBirthplace of spouse London, EnglandBirthdate of spouse March 5, 1870DATE March 26 19 42

Form BL 25

Form BL 25 (revised)—April, 1940
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
Plan for Rehabilitation

PLAN FOR REHABILITATION AID TO NEEDY BLIND

County SacramentoDate 8-10-42Name Richard RoeState Number Sec 000 B1County Number 31444

To the BOARD OF SUPERVISORS:

I hereby request that special consideration be given my application for Aid to the Needy Blind
for the following reasons:

1. I own cash or negotiable securities in excess of \$500 as follows:

a. Cash in the amount of \$ 750.00

b. Negotiable securities, value \$ _____ Description _____

2. I am engaged in preparing to engage in a remunerative enterprise which will require additional resources
for financing, as follows: (Explain fully) Poultry farm. Cash reserve needed to pay for
equipment and replace losses until net profits increase.

3. I have a plan of rehabilitation which will require additional resources for financing, as follows:
(Explain fully)

4. Date enterprise or rehabilitation enterprise was started January, 1942
will start

5. I am receiving rehabilitation training from the following source _____

6. I have applied for rehabilitation training from the following source _____

7. I estimate it will require _____ to complete my training.

8. I estimate the amount of \$ 350.00 Length of time _____ will be necessary to carry out my plan.9. I estimate my income from the enterprise will be approximately \$ 150.00 per month.

Richard Roe
SIGNATURE OF APPLICANT

Approved by the Board of Supervisors of the County of Sacramentothis 21 day of August 19 42

[SIGNED] Ruth Brooke
County Clerk or Deputy

This form MUST accompany application for, or restoration of, blind aid in every case where applicant
has cash or negotiable securities in excess of \$500. (See State Department Bulletin No. 64B.)

FORM AG 225 (revised)—August, 1941
(Formerly AG 14)
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

County of Sacramento
County No. 0000

Statement of Responsible Relative of Applicant Under Old Age Security Law
(STATUTES OF 1941)

Return completed blank to Sacramento 404 4th
County Welfare Department Address
The eligibility of William Smith Name of applicant for aid under the
Old Age Security Law is under consideration

One who is otherwise eligible and who is not receiving adequate support from a husband, wife, or child, able and responsible under the law to furnish such support, may receive Old Age Security. Section 2224 of the Old Age Security Law provides:

"* * * If the applicant or recipient of aid has a spouse or adult child, that spouse or child shall file a sworn statement indicating whether he or she is contributing to the support of the applicant or recipient of aid, and if contributing, in what form and amount per month. * * * The spouse or adult child shall file sworn statement within 10 days if living in the county, or within 30 days if living elsewhere in the State; provided, however, that the granting or continued receipt of aid shall not be contingent upon the filing of such sworn statement by such spouse or adult child.

"If the person receiving aid has within the State, a spouse or adult child pecuniarily able to support said person, the Board of Supervisors shall request the District Attorney * * * of the county granting such aid to proceed against such kindred * * * the District Attorney * * * shall, on behalf of said county, maintain an action * * * against said relative * * * to recover * * * each portion of the aid granted to said relative so able to pay, and to secure an order requiring the payment of any sums which may become due in the future for which the relative may be liable * * *

Section 2008 states:

"Any person who knowingly violates any provision of this chapter for which no penalty is specifically provided is guilty of a misdemeanor."

Completion of this form in detail is necessary for proper consideration of the eligibility of the applicant

STATEMENT OF RESPONSIBLE RELATIVE

I John Smith 36 1111 - 1st St of Sacramento
Name Age Address City
County of Sacramento, State of California, the son of Wm Smith
Spouse-Son-Daughter

do make the following answers to the questions printed below relative to the amount of support I am giving or will give in the future to the applicant:

- At the present time what amount of cash are you contributing to the applicant each month? \$ 10.00
What amount will you contribute monthly from this date? \$ 10.00
- Are you paying premiums on the applicant's insurance? No If so, what is the amount of the monthly premium paid? \$ Will you continue to make this contribution? Yes or No
- Are you providing free rental for the applicant now? No Free board? No Free board and room? No
Yes or No Yes or No Yes or No
- Check the type of assistance you will give in the future: Free rental Free board Free board and room
Are you making any other type of contribution toward the support of the applicant? No If so, what? Yes or No
Will this contribution continue? Yes or No
- Number of persons dependent upon your income, not including the applicant? None Are you married? No
Living with your spouse? Number of children What are their ages?
If the number of dependents includes other than the spouse and minor children, give the number and show relationship of each

- Who is your employer? Self - own business Your occupation? garage owner
Who is your spouse's employer? Spouse's occupation?

MONTHLY INCOME

What is your salary or earnings? \$
Net income from any business enterprise which you operate in whole or in part 150.00
Net income from your ranch or other farm operation \$
What income do you receive from—
Building and loan association? \$
Stocks or bonds? \$
Rents? \$
Pensions or compensation? \$
Boarders and roomers other than employed children? \$
What is the total of your spouse's earnings and any other income of your spouse? \$
Total amount of board and room paid by employed children living in your household \$
Other household income (state source) \$
TOTAL MONTHLY INCOME FROM ALL SOURCES \$ 150.00
Less any unusual expenses incident to employment (explain under No. 9 on reverse of this form) \$
NET MONTHLY INCOME \$

FORM AG 225

8. MONTHLY EXPENSES. RUNNING EXPENSES ARE AS FOLLOWS—

Rent or monthly payment on home	\$ 40.00
Utilities (Average)	40.00
Food (Average)	10.00
Monthly prorated total of taxes or assessments and insurance premiums	15.00
Clothing and incidentals	

INSTALLMENT PAYMENTS (Itemize and show balance still due)

<u>Garage Equipment</u> \$350.00	\$ 25.00

MONTHLY CONTRIBUTIONS TO DEPENDENTS OTHER THAN THOSE LIVING IN YOUR HOUSEHOLD—

NAME	AGE	RELATIONSHIP	
<u>Wm Smith</u>	<u>68</u>	<u>Father</u>	\$ 10.00

TOTAL MONTHLY EXPENSES \$ 140.00

9. REMARKS (Itemize and explain any unusual expenses incident to your employment or other unusual expenses you may have)

10. ASSETS.

Do you or your spouse own your own home? <u>No</u>	Assessed value	\$
Have you an interest in real estate other than your home? <u>No</u>	Assessed value	\$
Have you a bank account? <u>Yes</u>	Amount of deposits	\$ 250.00
Have you accounts with building and loan associations? <u>No</u>	Amount of deposits	\$
Have you postal savings? <u>No</u>	Amount of deposits	\$
Do you own stocks, bonds, mortgages or other securities? <u>No</u>	Value	\$
Have you an automobile? <u>Yes</u> Make and model <u>1940 Pontiac</u>	Value	\$ 600.00
Do you own cash or other personal property not listed above? <u>Yes</u>	Value	\$ 500.00
Have you a safe deposit box? <u>Yes</u>		

11. OBLIGATIONS.

Is there a mortgage on your home? <u>No</u>	Amount	\$
Is there a mortgage on other real property in which you own an interest? <u>No</u>	Amount	\$
Is there a chattel mortgage on your personal property? <u>Yes</u>	Amount	\$ 350.00
List outstanding obligations other than current household bills (personal loans, medical or dental bills, etc.)	Amount	\$
	Amount	\$
	Amount	\$
	Amount	\$

STATE OF California
COUNTY OF Sacramento ss.

I solemnly swear or affirm that the statements made herein are true and correct to the best of my knowledge and belief.

John Smith
NAME OF AFFIANT

Subscribed and sworn to this 14th day
of July 1948
J. A. Jones
TITLE Notary Public

SECTION 4295, POLITICAL CODE.

No fee shall be charged when the oath of an affiant is necessary in order that a person may obtain aid from any agency or department of the United States Government, the State of California, or any subdivision thereof.

Form AG 225 (Reverse)

Form BL 201A (Reverse)

PROOF OF ELIGIBILITY
NATURE, DATE AND LOCATION OF EVIDENCE

7. All legally resp. rel. contacted: Forms
Bl 225 or report of interviews in co. file.
8. Corres. Univ. of Calif. 4/10/42 in county
file; app. visited by worker at his law
office 4/15/42 and account books inspected.
Report in county file.

ELIGIBILITY REQUIREMENTS

7. RESPONSIBLE RELATIVES:
Is receiving adequate support from
legally responsible relatives no
Yes or No
8. PLAN FOR SELF-SUPPORT:
A. Has a plan for self-support yes
Yes or No
- B. Type of training Legal training at Univ.
of California
- C. Is engaged in an enterprise
from which self-support is
expected to be achieved. yes
Yes or No
- D. Type of enterprise Attorney

9. CERTIFICATION AND RECOMMENDATION:

I certify, that the above facts have been verified by investigation, that complete supporting evidence is on file in the county office, is open to inspection by duly authorized state and Federal representatives, and that to the best of my knowledge and belief the above-named applicant:

- A. Meets the necessary requirements and qualifies for Aid to Partially Self-Supporting Blind Residents under the existing law, and my recommendation is that aid be granted in the amount of \$ 40.00.
- B. Fails to meet the necessary requirements to qualify for Aid to Partially Self-Supporting Blind Residents under the existing law, and my recommendation is that aid be denied for the following reason:

10. Alma Lewis 4-15-42
Signature of county worker Date

11. Martha Morris 4-21-42
Signature of county case supervisor or Director Date

12. Approved by the Board of Supervisors of Sacramento County, this 19th day of May, 1942
for Aid to Partially Self-Supporting Blind Residents in the amount of \$ 40 aid per month, aid to begin
on 1st day of May, 1942.

13. Denied by the Board of Supervisors of _____ County, this ____ day of _____, 19____

14. Allen Sholt
Signature of County Clerk or Deputy

SEND ORIGINAL OR CERTIFIED COPY TO STATE DEPARTMENT OF SOCIAL WELFARE, SACRAMENTO, ACCOMPANIED BY FORMS BL 200A, BL 227, BL 230 (AND FORMS BL 221, AND BL 204 WHEN REQUIRED).

AID TO PARTIALLY SELF-SUPPORTING
BLIND RESIDENTS

State Number _____	Bl _____
Name _____	Transferee _____
Cross Reference _____	
COUNTY: COMPLETE THIS INFORMATION	
County Sacramento County Number <u>824568</u>	
Applicant <u>BURNS, William Anthony</u>	
(Full Name)	
Guardian (if any) _____	
RESUME THIS SPACE FOR STATE	
DATE: _____	TOTAL _____
AID _____	REASON FOR CHANGE _____
Aid to begin _____	
Amount \$ _____	
Signature of Reviewer _____	

Form BL 201A

IF NON-COUNTY CASE
CHECK HERE ☒ XCERTIFICATE OF VERIFICATION OF ELIGIBILITY FOR
AID TO PARTIALLY SELF-SUPPORTING BLIND RESIDENTSFORM BL 201A, REVISED MAY, 1942
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

William Anthony Burns 824568
Applicant's Name (Give name as on Form BL 200A) County Number Former State Number if a
Transfer or Reapplication State Number

ELIGIBILITY REQUIREMENTS

1. BLINDNESS:
A. Has obtained evidence of degree
of blindness yes
B. Became blind while a resident of
California Yes or No
Yes or No

2. AGE:
A. Has attained the age of 16 years yes
Yes or No
B. Birthdate 3/18/1895

3. RESIDENCE:
A. Has State residence 11
Number years verified
B. Has county residence
Number years verified
C. Has no county residence
in present county 2-1-42
Date res. established

4. PUBLIC INSTITUTION:
A. Is an inmate of a public institution no
Yes or No
B. Name of Institution _____

5. PROPERTY ASSIGNMENT:
A. Has made voluntary assignment of
property to qualify for aid no
Yes or No
B. Date of assignment _____

6. NEED:
A. Has real property
county assessed value \$ none
Encumbrance of Record \$ _____
B. Has personal property
(furniture, cars, jewelry,
livestock, etc.)
County assessed value \$ 50.00
Encumbrance of record \$ none

- C. Has other personal property of
a total negotiable value of \$ 490.00
- | | |
|--|------------------|
| 1. Cash | \$ <u>245.00</u> |
| 2. Mortgages | \$ <u>80.00</u> |
| 3. Trust deeds | \$ <u>none</u> |
| 4. Stocks & bonds | \$ <u>165.00</u> |
| 5. Insurance (cash
surrender value) | \$ <u>none</u> |
| 6. Other | \$ <u>none</u> |
| Encumbrance of record | \$ <u>none</u> |

- D. Has net income from the following sources
1. Exempt sources:
- | | |
|------------------------------|-----------------|
| Labor or services | \$ <u>17.50</u> |
| Foodstuffs produced | \$ <u>none</u> |
| Firewood and water | \$ <u>none</u> |
| Gifts | \$ <u>none</u> |
| Occupancy of own premises | \$ <u>none</u> |
| Net income from all property | \$ <u>1.45</u> |
| Social Security benefits | \$ <u>none</u> |
| Other | \$ <u>12.00</u> |
| TOTAL | \$ <u>30.95</u> |
2. Non-exempt sources:
- | | |
|---|-----------------|
| Regular contributions from
responsible relatives | \$ <u>10.00</u> |
| Other | \$ _____ |

PROOF OF ELIGIBILITY
NATURE, DATE AND LOCATION OF EVIDENCE

1. Rep. Dr. James Roe 3/26/42 on Form
BL 227 submitted SDSW; copy in co. file.
See verification of residence under item 3.

2. Sworn statement on app. Seen by
visitor and it is obvious he is more
than 16 years of age.

3. Res. affidavits, Forms BL 221 and
BL 204 submitted herewith.

4. App. seen at home by worker 4/15/42;
rep. in county file.

5. Assessor's records searched for 1940-41
report in county file.

6. Assessor's records searched for 1940-41
report in county file.

- B. Assessor's records searched for 1940-41
report in county file.

- C. Letters in county file Bank of America
4/16/42, Blag. and Loan Co. 4/20/42.
Dunn and Bradstreet 4/22/42. Form
BL 228 signed 4/7/42 and report of
investigation in county file.

- D. Books of account inspected by worker on
4/15/42. Letters Bank of America
4/16/42, Pac. Gas & Electric Co. 4/17/42
and State Comp. Ins. Fund 5/2/42 in
county file. Report in county file.

Est. value room and util. provided by son,
John, \$9. Form BL 225 4/14/42 in co. file;
Dm. Mary pays ins. prem. \$1. per mo. Letter
Met. Ins. Co. 5/2/42 in county file.

FORM BL 201 (revised)—February, 1942
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

IF NON-COUNTY CASE
Check here ☐

CERTIFICATE OF VERIFICATION OF ELIGIBILITY FOR AID
TO THE NEEDY BLIND

William Anthony Burns
APPLICANT'S NAME (Give full name as on Form BL 200)

824658	Former State Number if a Transfer or Reapplication	State Number
County Number		

Eligibility Requirements

- | | | |
|---|---|-----------------------------------|
| Blindness | A. Has obtained evidence of degree of blindness | Yes
Yes or No |
| B. Became blind while a resident of California | | Yes
Yes or No |
| 2. Age | A. Has attained the age of 16 years | Yes
Yes or No |
| B. Birth date | <u>12/18/92</u> | |
| 3. Residence | A. Has State residence | 4
Number Years Verified |
| B. Has County residence | 3
Number Years Verified | |
| C. Has no county residence in present county | | Date Residence Established |
| 4. Public Institution | A. Has inmate of a public institution | No
Yes or No |
| B. Name of institution | | |
| 5. Private Institution | A. Is an inmate of a private institution | No
Yes or No |
| B. Name of institution | | |
| C. Institution is in which aid may be allowed | | Yes or No |
| 6. Property Assignment | A. Has made voluntary assignment of property to qualify for aid | No
Yes or No |
| If Date of assignment | <u>6/14/40</u> | |
| 7. Need | A. Has real property owned value | \$ 1800 |
| Encumbrance of record | | \$ 300 |
| B. Has personal property (furniture, cars, jewelry, livestock, etc.) | | |
| County assessed value | | \$ 200 |
| Encumbrance of record | | \$ 60 |
| C. Has other personal property of a total networth value of | | \$ none |
| 1. Cash | \$ _____ | |
| 2. Mortgages | \$ _____ | |
| 3. Trust deeds | \$ _____ | |
| 4. Stocks and bonds | \$ _____ | |
| 5. Insurance (cash surrender value) | \$ _____ | |
| 6. Other | \$ _____ | |
| Encumbrance of record | \$ _____ | |
| D. HAS NET INCOME AS FOLLOWS: | SOURCE | AMOUNT |
| Rental of rear cottage | | \$ 7.00 |
| Contribution from son | | \$ 5.00 |
| Occupancy value of home | | \$ 2.00 |
| E. Has need in excess of \$50 per month in the amount of | | \$ 7.00 |

Proof of Eligibility

1. Rep. Dr. James Roe 3/26/42 Form Bl 227
Co. file. Emw. rec. 1939-42, copy in co. file
2. Sworn statement on app. Seen by visitor
obvious he is more than 16 yrs. of age.
3. Aff. John Doe 4/20/42 verifying res. in
State 4 yrs., co. 3 yrs; aff. Richard Roe
4/22/42 verifying 3 yrs. State and 3 yrs.
co. res. on Forms Bl 221 in co. file
4. App. seen at home by worker 4/16/42;
report in county file.
5. App. seen at home by worker 4/16/42;
report in county file.
6. Assessor's and Recorder's records 1939-41
searched; prep. \$1800 deeded to son, app.
retained life estate; rep. in co. file.
- 7A. Assessor's rec. searched 1939-41; letter
Bldg. & Loan Co. 4/2/42, report in co. file.
- B. Assessor's rec. searched 1939-41, Bank of
Amer., chattel mtg., report 4/15/42 in co. file
- C. App declared none. Form Bl 228 signed
4/7/42 in county file.
- D. Tenant interviewed 4/15/42; son, John
gives \$5 cash, Form Bl 225 dated 4/10/42
in county file; app's. share mtg. pay-
ments \$3 per mo. per letter Bldg. and
Loan Co. 4/2/42 in county file, net
occupancy value of home \$2. Report in
co. file.
- E. Medicine \$3, doctor's care \$4 per mo.
Letter Dr. Bailey 4/16/42 co. file.
Druggist report 4/18/42, in co. file.

Eligibility Requirements

8. **Responsible Relatives**
Is receiving adequate support from legally responsible relatives No
Yes or No
9. **Rehabilitation**
Has a plan for rehabilitation No
Yes or No

Proof of Eligibility

Including Nature, Date and Location of Evidence

8. Letter to dau. Mary Smith 4/2/42 ret'd
uncl'd; Forms B1 225 or report of contacts
in co. file.
9. Not possible at present due to health.
Interview with app. 4/15/42; rep. in co. file

10. **Certification and Recommendation**
I CERTIFY, That the above facts have been verified by investigation, that complete supporting evidence is on file in the County office, is open to inspection by duly authorized State and Federal representatives, and that to the best of my knowledge and belief the above-named applicant:

- A. Meets the necessary requirements and qualifies for Aid to the Needy Blind under the existing law, and my recommendation is that aid be granted in the amount of \$_____.
- B. Fails to meet the necessary requirements to qualify for Aid to the Needy Blind under the existing law, and my recommendation is that aid be denied for the following reason: _____

11. Jane Brown 4-28-42
Signature of County Clerk Day
12. Alice White 5-2-42
Signature of County Clerk Day
13. Approved by the Board of Supervisors of Sacramento County, this 19th day of May 1942
for Blind Aid in the amount of \$ 43.00, aid to begin on the first day of May 1942
14. Denied by the Board of Supervisors of _____ County, this _____ day of _____ 19____
15. E. Elmer Morris
Signature of County Clerk or Deputy

Send original or certified copy to State Department of Social Welfare, Sacramento, accompanied by Forms Bl 200, 227, 230 (and Forms Bl 25, 221, and 204 when required).

[illegible]

Form BI, 201

Form BL 203

FORM BL 203, REVISED MAY, 1942
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

THIS FORM TO BE RETAINED
IN COUNTY WELFARE OFFICE

SUMMARY OF INFORMATION FROM REVIEW OF DOCUMENTARY EVIDENCE OF AGE
AID TO NEEDY BLIND OR AID TO PARTIALLY SELF-SUPPORTING BLIND RESIDENTS

County Secto
Date 8/5/42
Name Richard Roe
State No. Sac 87 Bl County No. 31444

This is to certify that the following pertinent information appears on documentary evidence reviewed, showing that applicant meets the age requirements of the Aid to Needy Blind or Aid to Partially Self-Supporting Blind Residents Laws, which specify that applicants for aid, as provided therein, shall be at least sixteen years of age: Baptismal Certificate
dated 4/5/22, shows birthdate as 3/3/22

Evidence is in possession of: Applicant's mother

Jane Brown
Signature of County Worker Reviewing Evidence

Form BL 204

FORM BL 204, REVISED MAY, 1942
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
APPLICANT'S AFFIDAVIT OF INTENT
AS TO RESIDENCE

County Sacramento
Name Richard Roe
State No. Sac 00081 County No. 31444

APPLICANT'S AFFIDAVIT OF INTENT AS TO RESIDENCE

AID TO NEEDY BLIND OR AID TO PARTIALLY SELF-SUPPORTING BLIND RESIDENTS
(For use of applicant who is making application under Sections 3042 and 3043 of the Welfare and Institutions Code)

This is to certify, that I, Richard Roe
moved to the County of Sacramento, State of California, on 5/11/42 Date
During the three-year period before moving to this county I lived in the following counties:

COUNTY	FROM (Date)	TO (Date)	REASON FOR CHANGE IN RESIDENCE
<u>Alameda</u>	<u>Jan. 1939</u>	<u>April 1940</u>	<u>Transferred by employer</u>
<u>San Francisco</u>	<u>April 1940</u>	<u>5/11/42</u>	<u>To make home with daughter</u>
<u>Sacramento</u>	<u>5/11/42</u>	<u>present</u>	<u>Moved with daughter</u>

I moved to this county for the following reason:

I live with my daughter and moved here with her. I moved with intent to reside permanently.

I decided to live permanently herein on 5/11/42 Date

Note: When applicant cannot sign his name, the signature of two witnesses to his mark must appear.

Richard Roe
Signature or Mark of Applicant

Witness to Mark

Witness to Mark

Subscribed and sworn to before me this 10th day of Aug, 1942

Name Ray Jones Title
Signature of person authorized to acknowledge an affidavit

This form or a certified copy thereof shall be submitted to the State Department of Social Welfare with the application for non-county aid.

Section 4295, Political Code, as amended by 1937 Legislature provides, in part: (5) "Whenever the oath of an affiant or the affidavit of a person is necessary in order that a person may obtain charity or relief from any agency or department of the United States Government, the State of California, or any political subdivision thereof, no fee shall be charged for the taking of such oath."

Form BL 221

FORM BL 221 (Revised) July, 1941
(Formerly BL 1)
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
Affidavit of Residence

Affidavit of Residence of Applicant for Aid to the Blind

Please Read Before Making Affidavit

1. Section 3006, Chapter 1, Division 5, and Section 3495, Chapter 1, Division 5, Welfare and Institutions Code provides:
"Any person who, in order to secure for himself or another the aid provided in this chapter makes a false statement under oath, shall be deemed guilty of perjury. * * *

THIS IS TO CERTIFY, That I, John Jones, a citizen
of the State of California, living at 2200 Main Street Sacramento
City
County of Sacramento, have known Richard Roe
Name of Applicant
an applicant for Aid to the Blind, for 15 years, and know that he has been a continuous
Number of Years
resident of the State of California for 15 years, from the year 1927 to the
Number of Years
year 1942 and of Sacramento County for 15 years
Length of Time
immediately preceding the filing of application. I have personal knowledge of the applicant's residence for the following reasons: Mr. Roe was in my employ from January, 1927 to September, 1941,
as an accountant. Since September, 1941, I have been in touch with him weekly.

[SIGNATURE OF AFFIANT] John Jones

Subscribed and sworn to before me this 24th day

of March, 1942

Name John Roe Title Deputy County Clerk
Signature of County Clerk or Person Qualified to Acknowledge Affidavit

Section 4295, Political Code, as amended by 1937 Legislature provides, in part:

(5) "Whenever the oath of an affiant or the affidavit is necessary in order that a person may obtain charity or relief from any agency or department of the United States Government, the State of California, or any political subdivision thereof, no fee shall be charged for the taking of such oath."

Form BL 202, July, 1940
State of California
Department of Social Welfare

REPORT OF INVESTIGATION

Aid to the Needy Blind

APPLICANT'S NAME Richard Roe ADDRESS 819 Laurel St., Sacramento
Age 38 Date of Birth 5/04 How Verified _____
Verification is needed only when the applicant is under 21 years of age
DATE CAME TO CALIFORNIA 4/5/22 DATE CAME TO COUNTY 6/8/40 TOTAL NO. YEARS RESIDENCE IN CALIFORNIA 20 yrs.
RESIDENCE DURING PAST TEN YEARS:

County	Years	From	To	County	Years	From	To
San Francisco	18	4/5/22	6/8/40				
Sacramento	2	6/8/40	present				

HAVE RESIDENCE AFFIDAVITS OF TWO REPUTABLE CITIZENS BEEN SECURED? Yes
IS APPLICANT AN INMATE OF A PUBLIC OR PRIVATE INSTITUTION? No NAME _____
CONDITIONS OF ADMISSION _____

HAS APPLICANT MADE A RECENT TRANSFER OF PROPERTY? No
REAL PROPERTY: Owned by Applicant. (Fill in information noted below for each piece of property which is owned.)

Location	HOME	OTHER THAN HOME	OTHER THAN HOME	OTHER THAN HOME
819 Laurel St.				
County Assessed Value	\$2200.00			
Encumbrances	500.00			
Monthly Payments	15.00			
Amount of Principal	12.00			
Amount of Interest	3.00			
Monthly Taxes	3.00			
Monthly Upkeep	2.50			
Gross Income	none			
Net Income	none			

When was the above information secured? 6/10-6/20/42 From what sources? prop. search, Bank, applicant
REAL PROPERTY: Owned by Spouse. (It is expected that the applicant has a community interest therein, unless there are facts to establish such holdings as the separate property of the spouse.)

Location	HOME	OTHER THAN HOME	OTHER THAN HOME	OTHER THAN HOME
819 Laurel St.				
County Assessed Value				
Encumbrances				
Monthly Payment				
Amount of Principal				
Amount of Interest				
Monthly Taxes				
Monthly Upkeep				
Gross Income				
Net Income				

When was the above information secured? _____ From what sources? _____

PERSONAL PROPERTY: (It is expected that the applicant has a community interest therein, unless there are facts to establish such holdings as the separate property of the spouse.)

DESCRIPTION	COUNTY ASSESSED VALUE IF ASSESSABLE	ACTUAL VALUE IF NOT ASSESSABLE	AMOUNT ENCUMBRANCES	SOURCE OF INFORMATION
Owned by Applicant	savings	\$200.00		Bank statement
	furniture	150.00		Worker's appraisal
Owned by Spouse	savings	200.00		Bank statement
	furniture	150.00		Worker's appraisal

When was the above information secured? 6/29/42 From what sources? Bank statement
INSURANCE:

Name of Company	Policy No.	Date of Policy	Face Value	Cash Surrender Value	Loan	Premium	Whom Beneficiary
Metropolitan	359408	4/9/29	\$1000.00	\$310.00	none		applicant spouse

Owned by Spouse: none

HAS APPLICANT HAD EYE EXAMINATIONS? Yes
LEGALLY RESPONSIBLE RELATIVES (SPOUSE, PARENTS, ADULT CHILDREN)

NAME	ADDRESS	AGE	OCCUPATION	MONTHLY INCOME	AMOUNT OF PROPERTY			DEPENDENTS
					REAL	PERSONAL	DEBTS	
SPOUSE	Francesa Roe	34	clerk	\$ 80.00	\$ -	\$ 350.00	-	1
FATHER	Raymond Roe	64	retired	90.00	none	400.00	-	1
MOTHER	Lydia Roe	60	housewife	none	none	none	-	-
ADULT CHILDREN	none							

IS RECOVERY FROM RESPONSIBLE RELATIVES ANTICIPATED? no IF SO, WHICH RELATIVES? _____

SOURCE OF APPLICANT'S PRESENT INCOME	AMOUNT	AMOUNT DEDUCTIBLE	AMOUNT NON-DEDUCTIBLE
Wages	none		
Responsible Relatives	none		
Pensions: Military, Civil, Industrial	\$35.00	\$35.00	none
Property	none		
Roomer and Boarder	none		
Other	none		
TOTAL	\$35.00	\$35.00	

HOUSEHOLD GROUP: OTHER THAN THE APPLICANT, THE FOLLOWING PERSONS CONSTITUTE THE HOUSEHOLD GROUP:

NAME	RELATIONSHIP	AGE	OCCUPATION	SOURCE AND AMOUNT SUPPORT TO HOUSEHOLD
Francesa Roe	spouse	34	clerk	(applicant's earnings) \$80.00
Richard Roe, Jr.	son	11	school	parents none

EXCLUSIVE OF BLIND AID, IS THE INCOME IN HOUSEHOLD ADEQUATE FOR OTHER MEMBERS? Yes IF "NO" WHAT PROVISION YES OR NO _____

HAS BEEN MADE FOR SUPPLEMENTARY AID? No
DOES APPLICANT SOLICIT ALMS? No WAS VISIT MADE TO APPLICANT'S HOME? Yes DATE? 6/3/42
DESCRIBE PRESENT LIVING CONDITIONS own home, adequate for family; in good repair

PROPOSED CHANGE, IF ANY none

HEALTH: DOES APPLICANT STATE HE IS IN NEED OF MEDICAL ATTENTION? No
IS APPLICANT RECEIVING MEDICAL ATTENTION THROUGH A PUBLIC RESOURCE? No IF SO, INDICATE TYPE OF CARE GIVEN IF RECEIVING PRIVATE CARE, GIVE NAME OF PHYSICIAN _____

REHABILITATION: IS APPLICANT INTERESTED IN RECEIVING SPECIAL TRAINING? Yes IN LEARNING TO READ RAISED TYPE? Yes
IF APPLICANT IS INTERESTED IN, BUT IS NOT FOLLOWING A PLAN FOR REHABILITATION, WHAT EFFORTS ARE BEING MADE TO ASSIST HIM IN SECURING VOCATIONAL TRAINING OR EMPLOYMENT? Referred to State Dept. of Education
IF APPLICANT HAS CASH OR NEGOTIABLE SECURITIES IN EXCESS OF \$500, STATE SPECIFICALLY THE PRESENT OR CONTEMPLATED PLAN FOR REHABILITATION _____

WHAT VERIFICATION HAS BEEN MADE TO SUPPORT THE STATEMENT THAT SUCH A PLAN EXISTS?
WHAT WAS THE APPROXIMATE AMOUNT OF INCOME DURING THE PAST YEAR? \$1400.00 SOURCE? spouse, pension
HAVE DEBTS BEEN INCURRED DURING PAST YEAR? Yes IF SO, SPECIFY doctor bills in the amount of \$190.00

WHAT CHANGES HAVE MADE IT NECESSARY TO APPLY FOR BLIND AID? Spouse's health, higher cost of living
HAS APPLICANT HAD MILITARY SERVICE OF A NATURE WHICH MIGHT REASONABLY ENTITLE HIM TO MILITARY BENEFITS? No
IF SO, HAS ELIGIBILITY TO PENSION OR COMPENSATION FROM MILITARY SERVICE BEEN INVESTIGATED?
IF EMPLOYMENT RECORD IS SUCH THAT INDUSTRIAL PENSION IS A POSSIBILITY, HAS ELIGIBILITY FOR SAME BEEN INVESTIGATED?

SOCIAL SECURITY NUMBER: 8293-43-001
COUNTY AGENT RECOMMENDS AID IN THE AMOUNT OF \$ 15.00
or
COUNTY AGENT RECOMMENDS DENIAL OF AID FOR THE FOLLOWING REASONS: _____

John Storea
Signature of County Investigator

6/25/42
Date

Form BL 227 (revised)—August, 1939
(Formerly BL 2)
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
Report of Physician

Physician's Report on Eye Examination

(To Accompany Application for Aid Under the Blind Law)

THIS REPORT, TO BE VALID, MUST BE COMPLETELY FILLED OUT

1. APPLICANT'S NAME Richard Roe 2. Sex Male 3. Race White
4. Address 5550 25th Avenue, Sacramento
5. Date of birth 2/11/98 6. Age at onset of impaired vision: Right eye 32 Left eye 32
7. Residence at onset of impaired vision: Right eye Sacramento Left eye Sacramento
8. Eye pathology primarily responsible for impaired vision
Right eye: Glaucoma
Left eye: Glaucoma
9. Secondary pathological conditions, if any
Right eye: Cataract
Left eye: Cataract
10. Etiological factor responsible for primary eye pathology
Right eye: Glaucoma
Left eye: Glaucoma
11. If there is a history of eye injury or operation, state type and date
Right eye: Iridectomy - 1934
Left eye: Iridectomy - 1934
12. Describe briefly all pathological eye findings
Right eye:
Cornea normal
Iris large coloboma upward
Pupil U shaped
Lens opaque
Vitreous cannot be seen
Retina and choroid cannot be seen
Optic nerve evidently atrophic
Left eye:
Cornea normal
Iris large coloboma upward
Pupil U shaped
Lens opaque
Vitreous cannot be seen
Retina and choroid cannot be seen
Optic nerve evidently atrophic

13. CENTRAL VISUAL ACUITY—Use Snellen notations in recording visions as 20/200, 10/200, etc. If applicant is unable to read the "200-foot" letter on the Snellen Chart at a distance of 20 feet, he should approach the chart until he can read it. Report the visual acuity as 3/200, or 6/200, etc., with the numerator indicating the distance at which he reads, and the denominator indicating the standard letter he is able to read.

If applicant is unable to read the largest letter on the Snellen Chart from any distance, but can see hand movements, report "Hand Movements" (H.M.) at the determined distance.

If he is unable to see "Hand Movements" report "Light Perception" (L.P.) or "No Light Perception" (No L.P.).

Make definite statements if possible. Symbols such as a check (✓), (O), (X), or terms such as "nil," "none," "blind," "objects," "fingers," "00/200" must not be used. Use AMA reading card in determining near vision.

WITHOUT GLASSES				WITH BEST POSSIBLE CORRECTION			
Distance (20 feet)		Near (14 inches)		Distance (20 feet)		Near (14 inches)	
Right eye (13a)	L.P.	(13b)	L.P.	(13c)	no improvement	(13d)	no improvement
Left eye (13e)	L.P.	(13f)	20/800 at 6 in.	(13g)	L.P.	(13h)	20/800 at 6 in.

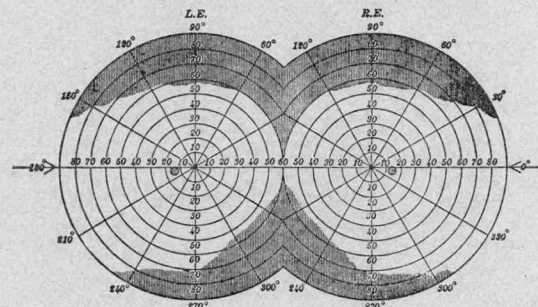
REFRACTION RECORD—To be recorded in all cases where refraction improves visual acuity to better than 20/200.

SPHERE	CYLINDER	AXIS	—	VISUAL ACUITY
Right eye	no help			
Left eye	no help			

Form BL 227

14. PERIPHERAL VISION—To be recorded in all cases where central vision is greater than 20/200. To be done on a standard perimeter with a radius of 13 inches and a white test object 6 mm. in diameter. The test object should be of such size that it subtends an angle of approximately one degree.

RECORD OF VISUAL FIELDS



15. Prognosis (Is there any likelihood that vision could be restored by operation or treatment?)
unfavorable
16. Recommendations—Primary eye condition none
17. Recommendations—Etiological condition none
18. When should applicant be reexamined? not necessary as present condition is permanent
19. Has Wassermann examination been made? no Results _____

REMARKS:

STATE OF CALIFORNIA

COUNTY OF Sacramento

THIS IS TO CERTIFY, That I am a duly licensed and practicing physician skilled in diseases of the eyes; that on the 9 day of July, 1942, I examined the applicant named in this report; and that this is a true and accurate description of the condition of applicant's eyes, and of the degree of impairment of vision.

Subscribed and sworn to before me this 9 day

of July, 1942.
Name Roy Jones
Signature of County Clerk or person qualified to administer an affidavit

[SIGNATURE OF EYE PHYSICIAN] Chas. Carson M.D.
Address 444-3rd Ave

Title Dep. Co. CLK.

I HEREBY CERTIFY, That I have reviewed the above report and recommend that it be approved.

Date _____

State Ophthalmologist

Form BL 227 (Reverse)

250-99

INVESTIGATION AND DECISION

Public Assistance Program

Sent to Sec. of State 10/22/42

FORM BL 225 (revised)—October, 1940
(Formerly BL 10)
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
Statement of Responsible Relative

County No. 456

Sacramento County

**Statement of Responsible Relative of Applicant Under
the Aid to Needy Blind Law**
[STATUTES OF 1939]

Richard Roe has made request for aid under the
Aid to Needy Blind Law. Completion of this form in detail is necessary in order that proper consideration can be given to the eligibility
of the applicant. After completion, please return this form to:

Sacramento 616 K Street, Sacramento
County Welfare Department Address

Section 1088 of the Aid to Needy Blind Law provides:

"If any applicant receiving aid under the provisions of this chapter has residing within the State a spouse, parent, or adult child, pecuniarily able to support him, upon the failure of such kindred to perform their duty to support the blind person the board of supervisors may request the district attorney . . . to proceed against the kindred . . . The district attorney . . . may, on behalf of the county, maintain an action in the superior court . . . against such relative . . . (1) to recover . . . such portion of the aid granted as the courts find such relative or relative pecuniarily able to pay and (2) to secure an order requiring the payment . . . of any sums which may become due in the future for which the relative may be liable."

Responsible relatives of applicants for aid under the Aid to Needy Blind Law should give consideration to Section 3006 which reads:
"Any person who, in order to secure for himself or another the aid provided in this chapter, makes a false statement under oath, shall be deemed guilty of perjury. Whenever any person has by means of false statement or representation or by impersonation or other fraudulent device obtained aid under this chapter, he shall make restitution as to all actions necessary to secure restitution may be brought against him."

STATEMENT OF RESPONSIBLE RELATIVE

I, Robert Roe 39 2000 Broadway
Name Age Address
of Los Angeles County of Los Angeles State of California
City County State
the son of Richard Roe
Relationship

an applicant for aid under the Aid to Needy Blind Law, do make the following answers to the questions printed below relative to my ability to assist said applicant:

Are you married? yes Are you living with your spouse? yes Have you any children? 2 If so, what are their ages? 10 - 13

Are your minor children living in the home with you? yes If not, do you provide for them elsewhere?

Who is your employer? City of Los Angeles

What is your occupation? draftsman

Who is your spouse's employer? not employed

What is your spouse's occupation?

Which of your children living in the home are employed? neither

1. ASSETS

Do you or your spouse own your home? yes Assessed Value \$ 3500.00

Have you an interest in real estate other than your home? no Assessed Value

Have you a bank account? yes Amount of Deposits 250.00

Have you accounts with building and loan associations? no Amount of Deposits

Have you postal savings? no Amount of Deposits

Do you own stocks, bonds, mortgages or other securities? no Value

Have you an automobile? yes Make and model 1940 Plymouth Value 600.00

Do you own cash or other personal property not listed above? no Value

Have you a safe deposit box? no

2. OBLIGATIONS

Is there a mortgage on your home? yes Amount \$ 2000.00

Is there a mortgage on other real property in which you own an interest? Amount

Is there a chattel mortgage on your personal property? no Amount

List outstanding obligations other than current household bills (Personal loans, medical or dental bills, etc.)

dental bill Amount 80.00

medical bill Amount 50.00

Amount

[OVER]

Form BL 225

3. MONTHLY INCOME

What is your monthly salary or earnings? \$ 250.00

Building and loan association? no
Stocks and bonds? no
Rentals? no
Pensions or compensation? no
Income from boarders and roomers other than employed children? no
Other income? (specify) no

What are your spouse's earnings? no

Other income of your spouse (specify) no

Total amount of board and room paid by employed children living in your household no

Other household income; state source no

Total Monthly Income From All Sources \$ 250.00

4. MONTHLY EXPENSES

RUNNING EXPENSES ARE AS FOLLOWS—

Rent \$ 10.00

Utilities (average) 80.00

Food (average) 50.00

Monthly payment on home 12.00

Monthly prorata of taxes or assessments 7.00

Monthly prorata insurance premium 10.00

Monthly cash contribution to applicant 40.00

Clothing and incidentals 15.00

Installment payments (itemize and show balance still due)

dental bill 80.00 15.00

medical bill 50.00 15.00

Monthly contributions to dependents other than those living in your household—

NAME AGE RELATIONSHIP \$

Total Monthly Expenses \$ 337.00

Remarks (explain any unusual expenses)

Total Monthly Expenses \$ 337.00

Remarks (explain any unusual expenses)

What monthly amount in cash will you contribute to applicant in the future? 10.00

Are you paying premiums on the applicant's insurance? no If so, what is the amount of the monthly premium paid? \$

Will you continue to make this contribution? yes

Are you providing free rental for the applicant now? no Free board? no Free board and room? no

Check the type of assistance you will give in the future: Free rental no Free board no Free board and room no

Are you making any other type of contribution toward the support of the applicant? no, other than holiday gifts

If so, what? yes

Will this contribution continue? yes

COUNTY OF Los Angeles

STATE OF California

I solemnly swear or affirm that the statements made herein are true and correct to the best of my knowledge and belief.

[SIGNATURE OF AFFIANT] Robert Roe

Subscribed and sworn to this 20th day

of February 1942

Allen Wall

Title Notary Public

Section First, Political Code—No fee shall be charged when the oath of an affiant is necessary in order that a person may obtain aid from any agency or department of the United States Government, the State of California, or any subdivision thereof.

Form BL 225 (Reverse)

FORM CA 201, REVISED AUGUST, 1942
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

CERTIFICATE OF VERIFICATION OF ELIGIBILITY
AID TO NEEDY CHILDREN

YES ☐ NO ☒

Non-County

Mary Manchester Mother 45780 Sec 3357
NAME OF APPLICANT RELATIONSHIP COUNTY NUMBER FORMER STATE STATE NUMBER
(AS ON FORM CA 200) TO CHILDREN NUMBER

ELIGIBILITY REQUIREMENTS				PROOF OF ELIGIBILITY NATURE, DATE AND LOCATION OF EVIDENCE	
1A. CHILDREN'S SURNAME	1B. MOTHER'S NAME	1C. FATHER'S NAME	1D. EVIDENCE VERIFYING PARENTAGE	2A. CLASSIFICATION	2B. EVIDENCE VERIFYING CLASSIFICATION
Turner	Mary	George E.	Cert. cpy. marriage ctf. 4-12-24 Applicant's possession.	H. O.	Cert. cpy. father's death ctf. 6-1-30. co. file
3. GIVEN NAMES OF CHILDREN	4. LIVING PLAN	5. PAYEE A. RELATION- SHIP	6A. VERIFIED BIRTHDATE	6B. EVIDENCE VERIFYING BIRTHDATE	
George	O.H.	Mother	6-4-25	Bapt. ctf. 8-5-25 Mo. possession	
Marian	O.H.	Mother	8-9-27	Cert. cpy. b/ctf. 8-31-27 co. file	
Robert	O.H.	Mother	4-22-29	Notif. from Sacto. Co. Recorder 4-26-29 co. file.	
1A. CHILDREN'S SURNAME	1B. MOTHER'S NAME	1C. FATHER'S NAME	1D. EVIDENCE VERIFYING PARENTAGE	2A. CLASSIFICATION	2B. EVIDENCE VERIFYING CLASSIFICATION
Manchester	Mary	Joe	Cert. cpy. marriage ctf. 2-4-31 Applicant's possession.	P. C. I.	Letter from Mendocino 4-3-42, Fa. comm. 9-1-38 Co. to be notified of change of status. co. file.
3. GIVEN NAMES OF CHILDREN	4. LIVING PLAN	5. PAYEE A. RELATION- SHIP	6A. VERIFIED BIRTHDATE	6B. EVIDENCE VERIFYING BIRTHDATE	
Gloria	O.H.	Mother	1-3-32	Ver. Calif. St. Bu. Vital Stat. Co. file	
7A. SCHOOL STATUS (CHILDREN 16 - 18) NAME OF CHILDREN	REGULAR SCHOOL ATTENDANCE YES NO		7B. EVIDENCE VERIFYING SCHOOL ATTENDANCE		
George	X		CA 213 4-30-42 Co. file		
8A. RESIDENCE	B. STATE (1) HOW ESTABLISHED	C. NON-COUNTY (2) DATE COUNTY RESIDENCE BEGAN	8D. EVIDENCE VERIFYING STATE RESIDENCE ON FIRST LINE (1). IF NON-COUNTY CASE, EVIDENCE VERIFYING COUNTY RESIDENCE ON SECOND LINE (2).		
George	Phy. pres.		(1) CA 221, 1923 to present. 4-30-42 Co. file		
Marian et al	birth		(2) See Item 6 B.		

Form CA 201

9A. PROPERTY OWNED BY PARENTS AND/OR CHILD(REN):

- (1) REAL PROPERTY, ASSESSED VALUE . . . \$ 1000
(2) CASH AND/OR SECURITIES, VALUE . . . \$ 150
(3) HAS MADE VOLUNTARY ASSIGNMENT OF PROPERTY. no

9B. EVIDENCE VERIFYING PROPERTY:

- (1) Prop. search 40-41 Assessor's Rec. 4-11-42
F.V. Ins. policies 3-10-42 applicant's co. file
(2) possession.
(3) See 9 B (1) Investigation reveals none

10A. IS ANY CHILD FOR WHOM AID IS REQUESTED RECEIVING \$25 OR MORE FOR HIS SPECIFIC SUPPORT.

10B. VERIFICATION AND EXPLANATION OF SPECIFIC SUPPORT:

YES ☐ NO ☒
NAME OF CHILD(REN):

11A. CONTRIBUTION FROM PARENT(S) NOT LIVING WITH CHILD(REN):

11B. EVIDENCE VERIFYING ABILITY TO SUPPORT AND CONTRIBUTION FROM PARENT(S):

- (1) ABLE TO CONTRIBUTE YES ☐ NO ☐
(2) ACTUAL CONTRIBUTION. \$

- (1) _____
(2) _____

12A. ASSISTANCE PLAN - BUDGETARY BASIS FOR DETERMINING NEED:

12B. VERIFICATION AND EXPLANATION OF ASSISTANCE PLAN:

- (1) TOTAL BUDGET FOR THE FAMILY UNIT . \$ 108.79
(2) TOTAL INCOME TO FAMILY UNIT. . . \$ 12.50
(3) DEFICIENCY \$ 96.29
(4) AID GRANT. \$ 90.00

- Gen. M 48 4-30-42 Co. file
Rent from room - Dup. receipts. app. poss.
Gen. M. 48 4-30-42 Co. file
" " " " " "

13A. ASSISTANCE PLAN - BOARD AND CARE BASIS FOR DETERMINING NEED:

13B. VERIFICATION AND EXPLANATION OF ASSISTANCE PLAN:

- (1) CHARGE FOR CARE FOR CHILD(REN) \$
(2) TOTAL CONTRIBUTION FROM PARENT(S). \$
(3) OTHER INCOME TO CHILD(REN) . . . \$
(4) DEFICIENCY \$
(5) AID GRANT. \$

14. CERTIFICATION AND RECOMMENDATION:

I CERTIFY THAT THE ABOVE FACTS HAVE BEEN VERIFIED BY INVESTIGATION, THAT COMPLETE SUPPORTING EVIDENCE IS ON FILE IN THE COUNTY OFFICE, IS OPEN TO INSPECTION BY DULY AUTHORIZED STATE AND FEDERAL REPRESENTATIVES AND THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF:

A. George, Marian, Robert and Gloria QUALIFY FOR AID TO NEEDY CHILDREN AND I
(NAMES OF CHILD(REN))
RECOMMEND THAT AID BE GRANTED IN THE AMOUNT OF \$ 96.50.

B. _____ DO NOT QUALIFY FOR AID TO NEEDY CHILDREN
(NAMES OF CHILD(REN))
AND I RECOMMEND THAT AID BE DENIED FOR THE FOLLOWING REASON(S):

Grace Lee 5/31/42 Louise Lewis 4/2/42
SIGNATURE OF COUNTY PUBLIC ASSISTANCE WORKER DATE SIGNATURE OF CASE SUPERVISOR OR DIRECTOR DATE

15. APPROVED BY THE BOARD OF SUPERVISORS OF Sacramento COUNTY THIS 6th DAY OF June, 1942
FOR AID TO NEEDY CHILDREN FOR George, Marian, Robert and Gloria
(NAMES OF CHILD(REN))
IN THE AMOUNT OF \$ 96.50 AID TO BEGIN ON THE 1st DAY OF June, 1942.

Wm Allen
SIGNATURE OF COUNTY CLERK OR DEPUTY
16. DENIED BY THE BOARD OF SUPERVISORS OF _____ COUNTY THIS _____ DAY OF _____, 19____
FOR _____, FOR THE FOLLOWING REASONS:
(NAMES OF CHILD(REN))

17. TO BE COMPLETED BY THE (AID TO BEGIN _____
STATE DEPARTMENT OF (_____
SOCIAL WELFARE (AMOUNT \$ _____

SIGNATURE OF REVIEWER DATE

Form CA 201 (Reverse)

Form BL-228 (revised)—May, 1941
(Formerly BL-33)
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
Authorization for Financial Investigation

Form BL 228

County Case Number 456

Authorization for Financial Investigation

Aid to Needy Blind

Sacramento City California

Visitor Ruth Reed

I, Richard Roe
residing at 101 Main Street Sacramento, California,
hereby authorize release to the bearer, a representative of the County Welfare Department of
Sacramento County, any and all information regarding deposits, withdrawals
and balances pertaining to any bank, postal savings, building and loan or trust accounts, which I, or my
spouse, either separately or jointly now have or may have had in the past. I also authorize release of
information regarding any collateral held as security for loans advanced to me or my spouse or of the
existence of a safe deposit box.

I further authorize the bearer to be given information regarding any insurance that I have or
may have had, or any insurance that my spouse has or may have had with any insurance company, fra-
ternal organization, union, or benefit society. Authorization is also given for release of information
available from the records of the Bureau of Old Age and Survivor's Insurance.

(Signed) Richard Roe
Signature of applicant

Birthplace Chicago, IllinoisBirth Date March 5, 1883Mother's Maiden Name Martha Brown

(Signed) Ruth Roe
Signature of spouse

Birthplace Chicago, IllinoisBirth Date May 19, 1887DATE March 23 1942

Form BL M506, DECEMBER 1940 (FORMERLY FORM BL M11)
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
CERTIFICATION SLIP BY CONSULTING OPHTHALMOLOGIST

Form BL M506

CASE NO. Sac 000 B1NAME Richard Roe

I hereby certify that I have reviewed the "Physician's Report on Eye Examination"
submitted by Dr. John Brown
on 6-15-42 with an application for Blind Aid from the State of California and
recommend that it be:

APPROVED _____

NOT APPROVED X

for the following reasons:

1. Examining physician certifies that applicant is not blind _____
2. Applicant has more than 20/200 vision without glasses _____
3. Applicant has more than 20/200 vision with glasses _____
4. Visual fields are greater than 20 degrees X
5. Report not according to instructions _____
6. Report incomplete _____
7. Information indicates applicant comes within classification of blindness _____
8. Visual acuity not noted in Snellen _____
9. Refraction record not reported _____
10. Field chart not recorded _____
11. Refer to examining physician _____
12. Request re-examination _____
13. Examining physician questions degree of disability _____
14. _____

(Signed) W. A. Pettit, M. D.DATE 7/1/42

CONSULTING OPHTHALMOLOGIST

Form BL 239—December, 1941
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

Form BL 239

Notification of Action by the Board of Supervisors
AID TO NEEDY BLIND OR AID TO PARTIALLY SELF-SUPPORTING
BLIND RESIDENTS

Sacramento COUNTY

To: ☐ Mr. Richard Roe
101 Main Street
Sacramento
California
☐ _____

Date March 25, 1942County Number 456

State Number _____

District 4

The County Board of Supervisors acted upon your application for

- ☒ Aid to Needy Blind
☐ Aid to Partially Self-supporting Blind Residents

as checked below:

☒ Application granted effective March 1, 1942 in the amount of \$ 35.00
☐ Application denied
Reason for action: _____

The County Board of Supervisors adjusted your grant of

- ☐ Aid to Needy Blind
☐ Aid to Partially Self-supporting Blind Residents

as checked below:

☐ Aid was decreased effective _____, to \$ _____
☐ Aid was discontinued effective _____
Reason for action: _____

The grant of aid, or any change in the amount of aid, is based on your present circumstances and is
in accord with the existing law. The amount of aid granted is subject to revision with a change in your
circumstances.

If you do not understand this notice, or are dissatisfied with the action of the Board of Supervisors,
contact the County Welfare Department located at 221 Main Street, Sacramento
for discussion of any question involved.

Any applicant or recipient who is dissatisfied with the
action taken upon his application or with respect to the
amount of aid granted may appeal to the State Depart-
ment of Social Welfare, 616 K Street, Sacramento.

Mary Miller
STAMP OR SIGNATURE OF COUNTY OFFICIAL

IMPORTANT: Information for all recipients of Aid to Needy Blind or Aid to Partially Self-supporting Blind Residents.
Should circumstances make it necessary for you to move, it is your responsibility to make proper arrangements with your
County Welfare Department before you move, either out of the county or to a new address within the county. Otherwise, there may
be an unavoidable delay or interruption in the receipt of your aid.

In accordance with your statement, formally sworn to at the time you signed your application, you are urged to discuss
promptly with your County Welfare Department any changes in your circumstances or financial condition. This will include
discussion of purchase or sale of real or personal property, and any changes in your income from property, responsible relatives, earn-
ings, or any other source.

Form BL 515, APRIL 1942 (FORMERLY BL M18)
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
NOTIFICATION TO COUNTY OF NECESSITY
FOR REEXAMINATION

Form BL 515

DIVISION FOR THE BLIND

NOTIFICATION TO COUNTY OF NECESSITY FOR REEXAMINATION

State Number Sac 000 B1Name Richard RoeDate 8/10/42

On the basis of the information contained in the attached Form BL 227, "Physician's
Report on Eye Examination," by Dr. John Brown made on 6/15/42
(Date of Examination)

Reexamination is necessary at the time of annual reinvestigation X months.

Reexamination is necessary in _____ months.

No further reexamination is necessary except in the event of any surgical procedure
upon the eyes, in which case a reexamination shall be made within 90 days _____.

W. A. PETTIT, M. D.
Consulting Ophthalmologist

Form CA 220

Form CA 220 (revised)—March, 1941
(Formerly CA-42)
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
Affidavit Concerning Father's Absence

County Sacramento County No. 000000 State No. 000
Name of Child Doe, Elizabeth et al.

Affidavit Concerning Father's Absence

(To be filled out by mother or person in loco parentis)

THIS IS TO CERTIFY, That, to the best of my knowledge and belief, the children listed below come within the provision of 1901 (d) (1), Welfare and Institutions Code, which reads as follows: "A child who has been deprived of the father's support or care by reason of his continued absence for a period of at least three years and the whereabouts of whose father during the three years preceding the date of application for aid is unknown, and for whose father a warrant on a failure to provide charge has been issued."

(List children here)

1. Elizabeth
2. Josephine
3. Irvin
4. Harold

I, Mary Jane Doe mother

living at 1335 19th Street, Sacramento, testify that:

The children's father John Doe last resided with his family

at Mayville, California

He left me on or about August 15, 1936

He was last seen on or about August 15, 1936

He was last heard from on or about June, 1937

His last known whereabouts were Imperial, California

All clues which would lead to his apprehension have been given to the authorities.

Mary Jane Doe
Signature of Affiant

NOTE.—When the affiant can not sign his name, the signature of two witnesses to his mark must appear.

WITNESS TO MARK

Subscribed and sworn to before me this 21 day of August, 1942
Name Helene H. H. Title Dep. Co. Clk.
Signature of County Clerk or Person Qualified to Acknowledge an Affidavit

Form CA 221

Form CA 221 (Revised)—April, 1942
(Formerly CA-9)
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

AFFIDAVIT OF STATE RESIDENCE

AID TO NEEDY CHILDREN

Section 118a of the Penal Code, 1937:

118a. False Affidavits as to Affiant's Testimony

Any person who, in any affidavit, swears, affirms, declares, deposes, or certifies, as true any material matter which he knows to be false, is guilty of perjury.

THIS IS TO CERTIFY, That I, Mary Miller

living at 1414 State Street Sacramento

County of Sacramento State of California, have known

Richard and James Smith

Write in name of child(ren) for whom State Aid is requested

for 3 years

(a) That they were born in the State of Nevada

(b) That they have been physically present in this State since 1939

(c) That their parent/parents have resided in the State since 1939

Child(ren) and/or parents have resided in the county of Sacramento since 1939

Reason for knowledge of facts as stated above I have lived next door to the family

since 1939, when they first moved to the state.

[SIGNATURE OF AFFIANT] Mary Miller

Subscribed and sworn to before me this 21 day of July, 1941

Name Jane Howe Title Deputy County Clerk

Signature of person qualified to acknowledge an affidavit

Section 4291, Political Code, as amended by 1939 Legislature provides, in part: (5) "Whenever the oath of an affiant or the affidavit of a person is necessary in order that a person may obtain charity or relief from any agency or department of the United States Government, the State of California, or any political subdivision thereof, no fee shall be charged for the taking of such oath."

Form CA 222

Form CA 222, OCTOBER, 1940
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

CALIFORNIA STATE DEPARTMENT OF SOCIAL WELFARE
DIVISION OF AID TO NEEDY CHILDREN

The Aid to Needy Children Law, Section 1900 of the Welfare and Institutions Code, includes provision for children of a father "who is suffering from tuberculosis in such a stage that he cannot pursue a gainful occupation."

REPORT BY PHYSICIAN

To be filed with Application for Aid for the Children of a Tuberculous Father

Name of Patient Ruygon, Paul Age 41

Home address 616 Key Street, Sacramento

Present whereabouts Weimar Sanitarium

THIS IS TO CERTIFY, That I have this day examined the above named patient and find that he is suffering

from tuberculosis in a (communicable) stage.

DIAGNOSIS: Minimal ☐ Active ☒
Moderately Advanced ☒ Quiescent ☐
Advanced ☐ Arrested ☐

If other than pulmonary, specify

Date of last sputum examination 6/8/42 Results positive

Do you think that patient's condition may be due to his employment? possibly

Admitted to Weimar Sanitarium on September 10, 1939

If patient has tuberculosis in a communicable stage, and has not been admitted to a sanitarium or hospital, what is plan for isolation from family?

Have other members of the family been examined as tuberculosis contacts? yes

Results Non-tbo. Checked at regular intervals as contacts.

8/15/42

Date of Examination

Herbert Taylor M.D.
Weimar, California Address

Form CA 223

Form CA 223, OCTOBER, 1940
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

CALIFORNIA STATE DEPARTMENT OF SOCIAL WELFARE
DIVISION OF AID TO NEEDY CHILDREN

The Aid to Needy Children Law, Section 1900 of the Welfare and Institutions Code, includes provision for children of a father "who is suffering from tuberculosis in such a stage that he cannot pursue a gainful occupation."

FOLLOW-UP REPORT BY PHYSICIAN

Tuberculous Father not in Sanitarium

Name of Patient McLennan, Barry Age 38

Home address 616 Key Street City Sacramento

Present whereabouts 616 Key Street, Sacramento

Is under observation and treatment for tuberculosis in a (communicable) stage.

Last physical examination: Date July 31, 1942

DIAGNOSIS:

Minimal ☐ Active ☐
Moderately Advanced ☒ Quiescent ☐
Far Advanced ☐ Arrested ☒

Last sputum examination: Date July 31, 1942 Results negative

If father is in home, his presence is considered a source of danger to family.

Has patient agreed to follow the physician's instructions? yes

Are other members of family under medical supervision? yes

Patient was discharged from Weimar on July 4, 1941

Name of Sanitarium or Hospital Date

Is patient able to return to his former occupation? no How many hours per day

If not, is he able to do any kind of work? not at this time

If so, what kind? none How many hours per day none

Should he be referred to the State Rehabilitation Bureau? no

Date of Report 8/10/42 Joseph Moore M.D.

Sacramento County Hospital Address

FOLLOW-UP CASE

Home supervision by Field Nurse Regular visits. Last call 6/9/42 (Date of Visits)

Home conditions: Satisfactory yes Unsatisfactory ☐

Patient is under medical care of Sacramento Chest Clinic (Physician or Clinic)

Is patient following Physician's directions? yes (Yes or No)

Contacts are under medical observation yes (Yes or No)

Special diet provisions have been made as follows: TBC diet

Date of Report 8/9/42 Joseph Moore Signature

Form CA 224

Form CA 224, OCTOBER, 1940
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

CALIFORNIA STATE DEPARTMENT OF SOCIAL WELFARE
DIVISION OF AID TO NEEDY CHILDREN

REPORT BY PHYSICIAN

Tuberculous Persons Other Than Father

Name Brownell, Barbara Age 35

Home address 616 Key Street City Sacramento

Is under observation and treatment for tuberculosis, in a (communicable) stage.

DIAGNOSIS: Minimal ☐ Active ☐
Moderately Advanced ☒ Quiescent ☐
Advanced ☐ Arrested ☒

His presence in the home (is not) considered a source of danger to the family.

Last examination of patient: Date 7/3/42

Last sputum examination: Date 7/3/42 Results negative

Charles Connolly M.D.

7/20/42 Sacramento Chest Clinic Address

Date of Report

FOLLOW-UP CASE

Home supervision by Field Nurse yes - 4/15/42, 5/18/42, 6/17/42 (Date of Visits)

Home conditions: Satisfactory yes Unsatisfactory ☐

Patient is under medical care of Sacramento Chest Clinic (Physician or Clinic)

Is patient following Physician's directions? yes (Yes or No)

Contacts are under medical observation yes (Yes or No)

Special diet provisions have been made as follows: TBC diet

7/15/42 Luella Graham, R.N. Signature

Date of Report

FORM CA 203—December, 1940
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
Summary of Information From
Review of Documentary Evidence

Form CA 203

Sacramento 456
County County Number

Summary of Information from Review of Documentary Evidence
AID TO NEEDY CHILDREN

THIS IS TO CERTIFY, That the following original or certified copies of documentary evidence pertaining to the verification of Parentage, Classification, Birth, and/or Residence for.....

Richard and James Smith have been reviewed.
Full name of child (ren)

NATURE OF EVIDENCE:

- County Recorder's record of death, 6/1/40, showing William Smith died 5/30/40 in Sacramento. Wife's name given as Mary Jones Smith.
- Baptismal certificate, recorded 7/9/35, First Presbyterian Church, San Francisco, showing Richard Smith born 4/6/35, mother, Mary Jones Smith; father, William Smith; birthplace, Reno, Nevada.
- Baptismal certificate, recorded 11/5/38, First Presbyterian Church, San Francisco, showing James Smith born 7/9/38; mother, Mary Jones Smith; father, William Smith; birthplace, San Francisco, California.
- Sacramento Co. public relief record shows contact with family of William and Mary Smith from 4/1/40 to present.

WHERE EVIDENCE MAY BE REVIEWED:

- Sacramento County recorder's office
- Mother's possession
- Mother's possession
- Sacramento County Welfare office
-
-

Signature of Reviewer
Jane Howe
Date signed March 9, 1942

FORM CA 213 (revised)—July, 1941
(Formerly CA 44)
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
Statement of Attendance

Form CA 213

I HEREBY CERTIFY, That Elizabeth Doe
Full name of child

residing at 1326 19th Street, Sacramento
Address

enrolled at this institution on September 10 1941, and is now enrolled
Month Day Year

here at this time. Present semester began September 10 1941
Month Day Year

Sacramento High School
Name of institution

Susan Welsh, Registrar
Signature and title of official

Sacramento California
City State

Date October 3, 1941

FORM CA 204 (revised)—Jan., 1942
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

Form CA 204

County Sacramento
Name of Children Smith, Richard and James et al.
State No. 456 County No. 456

Affidavit of County Residence
AID TO NEEDY CHILDREN

A. To be filled in by parent or legal guardian who determines county residence of child or children

THIS IS TO CERTIFY That I, Mary Smith, residing at 1212 A Street, Sacramento
Name of parent or legal guardian

am the mother of Richard and James et al.
Parent or legal guardian Name of children

I came to the County of Sacramento on June 1, 1941 and intended to establish residence
Date

therein on June 1, 1941 and intend to continue residing in said county.

During the year preceding the date residence was established in this County, I have lived in the following counties:

COUNTY	FROM—DATE	TO—DATE	INTENT
San Francisco	6/1/40	6/1/41	I did intend to make my home in this county
			I did intend to make my home in this county

B. To be used when county residence of child or children determined by physical presence

THIS IS TO CERTIFY That.....
Name of children

have been physically present in the County of..... since.....

Reason for knowledge of fact.....

[SIGNATURE OF AFFIANT] Mary Smith

Subscribed and sworn to before me this 23d day of March 1942

Name Ellen Marie Title Deputy County Clerk
Signature of person authorized to acknowledge an affidavit

This form or a certified copy thereof shall be submitted to the State Department of Social Welfare with the application for non-county aid

Section 4291, Political Code, as amended by 1939 Legislature provides, in part: (1) "Whenever the oath of an affiant or the affidavit of a person is necessary in order that a person may obtain charity or relief from any agency or department of the United States Government, the State of California, or any political subdivision thereof, no fee shall be charged for the taking of such oath."

FORM CA 214 (revised)—July, 1941
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
Notice of Termination of Attendance

Form CA 214

1. This is to report that Elizabeth Doe
Name of Student

of 1326 19th Street Sacramento
Address

terminated attendance in this institution on April 24 1942
Month Day Year

2. Reason for termination Abandonment of course

Termination of attendance includes:

- Completion of course.
- Abandonment of, or failure to resume, course by student.
- Expulsion for failure to comply with the rules and regulations of the institution.
- Transfer to another school.

Sacramento High School
Name of institution

Susan Welsh, Registrar
Signature and Title of Official

Sacramento California
City State

Date May 15, 1942

NOTE.—This form to be submitted only upon completion or termination of the course when either occurs prior to the time the child attains age 18.

Form DPA 4 (Revised)—April, 1941
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

Form DPA 4—(Page 1)

FACE SHEET

Surname _____ Alias _____ Case Number _____
Cross Reference _____ State Number _____
Maiden Name _____ Marital Status _____ Race _____
Religion _____

DATE	PARENT ADDRESS	AMOUNT RENT OR PAYMENT	LANDLORD OR MORTGAGOR AND ADDRESS

FIRST NAME	BIRTH DATE	BIRTH PLACE	OCCUPATION	SOCIAL SECURITY NUMBER	EDUCATION YEAR FINISHED
Man					
Woman					
Children					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

OTHERS IN HOUSEHOLD

NAME	AGE	RELATIONSHIP	OCCUPATION	AMOUNT INCOME	CONTRIBUTING TO HOUSEHOLD
1					
2					
3					
4					
5					
6					

	MARriage		SEPARATION		DIVORCE		DEATH	
	Date	Place	Date	Place	Date	Place	Date	Place
Man								
Woman								

[illegible][illegible]

Form DPA 5

FORM DPA 1—January, 1942
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
Summary of Letters of Guardianship

CASE NAME..... John Doe
COUNTY NO..... Sac 0010

SUMMARY OF LETTERS OF GUARDIANSHIP

Sacramento	Sac 9999 Ag	OAS
County Name	State Number	Category

THIS IS TO CERTIFY That letters of guardianship were reviewed and contain the following information:

1. On 9/8/41 letters of guardianship were issued
Day

2. To Marie Carol who was appointed
Name of guardian

3. Guardian of the person and estate
Person and/or estate

4. Of John Doe
Name of ward

5. By Superior Court - Sacramento County
Name of Court

Evidence is in the possession of Sacramento County Welfare Department

Is the guardian a public official? No If so
Yes or No Country or State

Give title of position
and Department
and any special instructions of the court appearing in the order appointing the guardian

[SIGNED]

Jane Brown
Signature of worker reviewing evidence

Date 8/24/42

Form CA 228 (revised)—April, 1942
(Formerly CA 17)
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
Authorization for Financial Investigation

Form CA 228

Authorization For Financial Investigation
AID TO NEEDY CHILDREN

County No. 456

Alice White
Name of County Worker

I, Mary Smith

residing at 1412 State Street Sacramento, California, hereby authorize

released to the bearer, a representative of the County Welfare Department of Sacramento County, any and all information regarding deposits, withdrawals and balances pertaining to any bank, postal savings, building and loan or trust accounts, which I, my husband/wife, or children, either separately or jointly now have or may have had in the past. I also authorize release of information regarding any collateral held as security for loans advanced to me, my husband/wife, or of the existence of a safe deposit box or any stocks and bonds that I, my husband/wife, or children, either separately or jointly own or have owned in the past.

I further authorize the bearer to be given information regarding any insurance that I have or may have had, or any insurance that my husband/wife, or children have or may have had with any insurance company, fraternal organization, union, or benefit society. Authorization is also given for release of information available from the records of the Bureau of Old Age and Survivor's Insurance and from the records of the Department of Employment regarding Unemployment Benefits.

[SIGNED] Mary Smith
SIGNATURE OF APPLICANT

Birthplace Reno, Nevada

Birthdate April 19, 1904

Maiden name of mother Marie Jones

[SIGNATURE OR
NAME OF SPOUSE] William Smith

Birthplace of spouse Reno, Nevada

Birthdate of spouse June 10, 1903

DATE March 3, 1942

Form CA 219—April, 1942
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

Form CA 239

Notification of Action By the Board of Supervisors
Aid to Needy Children

Sacramento

COUNTY

To:

Mrs. Mary Jane Doe
1326 19th Street
Sacramento, CaliforniaDate August 24, 1942
Children's Surname Doe
State No. Sac 000 County No. 000000
District

The County Board of Supervisors acted upon your application for Aid to Needy Children as checked below:

☒ Application granted effective August 1, 1942 in the amount of \$ 90.00For Elizabeth, Josephine, Irvin and Harold
Write in names of children☐ Application deniedFor
Write in names of children

Reason for Action:

The County Board of Supervisors adjusted the grant of Aid to Needy Children received by you as checked below:

☐ Aid was decreased effective in the amount of \$For
Write in names of children☐ Aid was discontinued effectiveFor
Write in names of children

Reason for Action:

The grant of aid, or any change in the amount of aid, is based on the present circumstances and is subject to revision with a change in circumstances.

If you do not understand this notice or are dissatisfied with the action of the Board of Supervisors, contact the County Welfare Department located at 404 4th Avenue, Sacramento for discussion of any question involved.

Any applicant or recipient who is dissatisfied with the action taken upon his application, or with respect to the amount of aid granted may appeal to the State Department of Social Welfare, 616 K Street, Sacramento, California.

Jewel Jones
SIGNATURE OF COUNTY WORKER

IMPORTANT.—Information for all recipients of Aid to Needy Children:

Should circumstances make it necessary for you to move, it is your responsibility to make proper arrangements with your County Welfare Department before you move, either out of the county or to a new address within the county. Otherwise, there may be an unavoidable delay or interruption in the receipt of aid.

In accordance with your statement, formally sworn to at the time you signed the application, you are urged to discuss promptly with your County Welfare Department any changes in circumstances or financial condition. This will include reporting marriage of parent or a child as well as discussion of purchase or sale of real or personal property and any changes in income from property, earnings, or any other source.

Form CA 234—March, 1941
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
Statement Re Non-County Residence

Form CA 234

STATEMENT RE NON-COUNTY RESIDENCE
AID TO NEEDY CHILDREN(To be Submitted to State Department of Social Welfare on
Non-County Cases Only)

1. The residence of Doe, Elizabeth, et al in Sacramento County

is determined at the present by the provisions of Subdivisions (b) of Section 1526 of the Welfare and Institutions Code.

2. The counties of child's residence and the basis for determining the child's residence during the past year immediately preceding date residence began in county of application were as follows:

COUNTY OF CHILD'S RESIDENCE	PERIOD OF CHILD'S COUNTY RESIDENCE	REASON
Yuba	Jan. 1934 to September 5, 1941 (a)	Residence determined by father.
Sacramento	Sept. 5, 1941 to present (b)	Father deceased - residence determined by mother

3. If child's (ren's) residence determined under Subdivision "c" of Section 1526, state why Subdivisions a, b, c, and d do not govern child's county residence (i.e. death of parents, etc.).

4. Indicate other pertinent information if it is necessary to clarify the non-county status in an individual case.

[SIGNATURE OF COUNTY WORKER] Helene Hart

Date 8/1/42

Form CA 240 (FORMERLY CA 10) REVISED AUGUST, 1940
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

Form CA 240

I. REPORT BY PHYSICIAN

The Aid to Needy Children Law, Section 1500, Welfare and Institutions Code, includes provision for "Children of a father who is incapacitated for gainful work by permanent physical disability."

For the purpose of this section, permanent physical disability is defined as a disability which, in the opinion of the physician, it is reasonably certain will continue unimproved in such degree as will prevent gainful occupation.

Old age in itself cannot be considered a physical disability, and is not an acceptable diagnosis. However, it is often accompanied by symptoms which may cause permanent incapacity for gainful work. If such symptoms are present, they should be enumerated.

Narcotic addiction of a father would not qualify children under the C.I.F. classification, unless accompanied by physical disability which has caused permanent incapacity for gainful work.

1. Name Bucknell, Melvin T. Date Nov. 10, 1941
2. Address 616 K Street, Sacramento Age 49
3. Diagnosis (include symptoms causing incapacity for gainful work) Puergore Disease Date of onset 1935

4. Prognosis poor

5. Recommendations (including treatment) continue present treatment

6. EMPLOYABILITY: In your judgment, and as far as it is possible to ascertain, will his physical incapacity continue permanently in such a degree as to prevent gainful work? Yes

7. If patient is in his own home, is his physical or mental condition such that he is a menace to other members of the family? No

8. Remarks: (Suggestions regarding rehabilitation - Necessity for re-examination or additional information pertinent to case) Patient has been under treatment since 1935 and has been hospitalized periodically. Amputation of right leg in 1938. Prognosis unfavorable - rehabilitation not recommended.

J. J. Daily M.D.
(Signature of Physician)*II. REPORT FROM COUNTY RECORD OR MEDICAL SOCIAL WORKER OR VISITOR
Date October 28, 1941

1. Work history: What is patient's normal occupation? truck driver
When was he last employed? December, 1936
Remarks: Men able to do only light work from 1935 to 1936
2. Remarks concerning social and psychological factors: Family understands seriousness of man's condition and has adjusted well to it.

Lidia Lorent
(Signature of Worker)

*This part of the form should be filled in by medical social worker or visitor before it is submitted to the physician for his report and signature.

610-60 Sec. 610-60 Payment to Inmate of Public Institution

OAS; ANB; APSB

W&IC Secs. 2160; 2160.6; 3044

Aid shall not be paid to any inmate of a public institution, except when confined for temporary medical or surgical care. Secs. 164-10 and 164-20, Eligibility for Medical Care, relating to continuance of aid to a recipient confined in a public hospital for medical or surgical care, shall determine the final payment to such a recipient.

When aid is restored to a former recipient whose aid was discontinued because of hospitalization, the beginning date of such aid shall not ante-date the day he leaves the institution. (See Sec. 215-00, Restorations of Aid.)

Inmates of public institutions who have not previously received aid may make application for OAS, ANB, or APSB, but shall leave the institution on receipt of the first monthly warrant. The warrant delivered upon the release of such inmate may be made in the full monthly amount, provided the application is signed on or prior to the first day of the month during which the applicant was released from the institution. (See Sec. 162-05, Eligibility of Public Institution Inmates.)

610-70 Sec. 610-70 Certification of Payment after Release of Inmate from Institution

OAS; ANB; APSB

W&IC Secs. 114; 2140; 3075; 3460; 2160; 3044

As evidence that the warrant for an applicant who was an inmate of a public institution was delivered to him after his release from the institution, a Certificate of Delivery of Payment of Aid (Form Ag, Bl 231) shall be completed and forwarded to the SDSW. The county official or other person delivering the warrant certifies on Form Ag, Bl 231 to the date the applicant left the institution and the date the warrant was delivered.

When aid is restored following discontinuance because the recipient entered a public institution Form Ag, Bl 231 need not be submitted but the Notice of Change (Form Ag, Bl 232) shall show the date the recipient left the institution. When the Form Ag, Bl 232 restoring aid is prepared in advance on the basis of the anticipated date when he will leave the institution, Form Ag, Bl 231 shall be submitted as evidence that he left the institution on or prior to the effective date of the restoration.

The above procedure does not apply where a recipient of OAS, ANB, or APSB enters a hospital for temporary medical care and aid is continued. Warrants shall be delivered to such recipients after admittance to the institution in accordance with the rules in Secs. 164-10 and 164-20, Eligibility for Medical Care.

610-80 Sec. 610-80 Restricted or Conditional Payment

OAS; ANB; APSB; ANC

W&IC Secs. 1505; 2006; 3003; 3008; 3460

Restricted or conditional payments are not subject to Federal and State participation.

A restricted or conditional payment is one in which an express or implied requirement is made of the recipient that delivery of the aid warrant is contingent upon agreement to make any certain or specified payments from the aid granted.

The recipient shall have full use of the warrant and there shall be neither State nor county control of its expenditure. (See Sec. 102-30, Expenditure of Aid.) Payments of aid shall be delivered unconditionally to the recipient in the full amount of the grant and for the sole use and benefit of the individual or individuals on whose behalf the grant is made. The warrant shall be issued to the recipient through the U. S. mail to the address at which he customarily receives mail, or delivered to him by an authorized representative of the county.

Warrants delivered in care of a merchant are restricted payments except when such deliveries are made upon the voluntary written request of the recipient. Likewise, payments of aid through the medium of a county trust fund or county trust fund account, in which the full amount of the warrant is not delivered to the recipient each month are restricted payments.

Sec. 610-10 Mode of Payment

W&IC Secs. 222; 1552; 2183; 3084

610-10

OAS; ANB; APSB; ANC

All aid paid to recipients shall be by warrant of the county.

County warrants issued in payment of aid shall be redeemable at par. The financial condition of the county should at all times guarantee the cashing of warrants without discount. If it becomes necessary at some time for the county to register its warrants, the SDSW shall be notified at once as to arrangements made with local banks for the immediate cashing of warrants at par on demand.

Aid in kind is not subject to State and Federal participation.

Sec. 610-20 Time of Payment

W&IC Secs. 1552; 1556.5; 1560; 2140; 2183; 3075; 3084; 3444; 3460

610-20

OAS; ANB; APSB; ANC

Payments of aid shall be made by county warrant monthly in advance, except payments of ANC for children who are living in boarding homes or institutions. Payment of ANC for such children may be made to the boarding home or institution at any time during or at the end of the month for which the aid is granted. One warrant may be issued to each boarding home or institution covering all children in the home to whom board and care is given during the month, or a separate warrant may be issued for each child or family group. The amounts are determined by the monthly rates and the number of days during the month for which such care was furnished to each child.

All warrants shall be clearly marked to show the date of issuance.

Payment is effected by deposit of the warrant, properly stamped and addressed, in the United States mail, or by delivery to the recipient or payee by an authorized representative of the county.

Advance payment means delivery of the warrant on or as near as possible to the first business day of the month, as compliance with State and county regulations will permit; however, the warrant should not be deposited in the mail for delivery prior to the first day of each respective month. If a recipient is eligible on the first day of the month and the warrants are delivered on that date, he is entitled to receive payment for the full month, even though his status changes at some time during the month (except children receiving ANC who become eighteen years of age during the month). (See Sec. 627-70 Eighteenth Birthday—State and Federal Participation.)

The State, Federal, and county portions of the aid shall be paid at one time by a single warrant.

Sec. 610-40 Recipient of Payment

W&IC Secs. 2006; 2183; 114; 1560; 2140; 3075; 3460

610-40

OAS; ANB; APSB; ANC

Payments of aid shall be made directly to the authorized payee.

In OAS, ANB, and APSB, when a guardian is the payee, Summary of Letters of Guardianship (Form DPA 5) shall be on file with the SDSW. (See Sec. 626-60, Identification on Aid Pay Rolls.) The guardian's name shall appear on the pay roll together with the name of the grantee.

ANC payments shall be made to the person or institution providing care for the children on whose behalf the grant is made. Payments in every case where circumstances permit should be made to a payee eligible under the Social Security Act. (See Sec. 628-00, Payees Eligible Under Social Security Act.)

Sec. 610-50 Identification on Warrants

W&IC Secs. 114; 1560; 2140; 3075; 3460

610-50

OAS; ANB; APSB; ANC

The payee's name shall appear on the warrant and on the pay roll exactly as his signature appears on the application (Form Ag, Bl, CA 200, Bl 200a), on the Summary of Letters of Guardianship (Form DPA 5) or, in ANC, on the latest Notice of Change (Form CA 232). (See Sec. 202-20, The Application Form.)

The State number assigned to the case may appear on the face of the warrant for further identification. It shall be used with the name in all correspondence, reports, records, and other data regarding the warrant.

610-90 Sec. 610-90 Duplication of GR (also known as IN) and Public Assistance Payments

OAS; ANB; APSB; ANC W.I.C. Secs. 1505; 2006; 3003; 3008; 3460

Counties may find it necessary in certain cases to give GR for the first part of the month in which OAS, ANB, APSB, or ANC begins, in order to maintain the applicant pending the granting of aid and the issuing of the initial aid warrant. GR which is granted for any part of the period covered by the first aid warrant is income for the month in which it is received.

Adjustments shall be made as for other income in OAS, ANB, APSB, and ANC in accordance with the following procedure:

1. When possible, the initial grant of aid shall be in an amount which, when added to other income including GR totals the amount provided in the W. & I. C. for the particular category of aid. In ANC, the initial grant shall be in an amount which, when added to income in the family unit including GR, shall adequately meet the needs of the family unit. When the grant of ANC together with GR and other income does not exceed the need of the family unit for the month, no adjustment shall be made.
2. When the total income for the month in which the initial payment is made can be determined only during or after the close of the month, adjustment shall be made in a subsequent month. In OAS, ANB, APSB, and when an adjustment is indicated in ANC, such adjustment shall become effective not later than the second month subsequent to that in which the income was received.

In OAS, ANB, and ANC when an adjustment is necessary and cannot be made by either of the above plans, the first aid warrant shall be accompanied by a request for repayment equivalent to the amount of excess income, including GR received during the initial month. In APSB, request for repayment shall be only for the amount of GR and other non-exempt income received during the initial month. Delivery of the warrant shall not be withheld pending completion of arrangements for repayment, and delivery of the initial or subsequent warrants shall not be contingent upon such repayment, or upon the applicant's or recipient's agreement to make payments from aid to be granted. When adjustment is made, it shall be reported to the SDSW in the usual manner.

611-00 Sec. 611-00 Payment When Grantee Dies

OAS; ANB; APSB

W.I.C. Secs. 2160.6; 3044; Prob. C. Sec. 630

There *is* Federal and State participation when the warrant is dated and delivered prior to the death of the grantee, provided the warrant is not for a month subsequent to that in which the recipient died. There *is no* Federal or State participation in a warrant delivered after the death of the grantee.

Example a. May warrant is delivered on May 1. Grantee dies on May 15. Federal and State participation *is* allowed provided the endorsement is in order.

Example b. Recipient dies April 30 after the warrant for May is mailed. Federal and State participation *is not* allowed for May.

Example c. May warrant is delivered on May 2. Grantee dies May 1. Federal and State participation *is not* allowed.

Example d. May warrant is issued on May 1, but is not delivered until May 5. Grantee died on May 4. Federal and State participation *is not* allowed.

A warrant delivered but not endorsed prior to the death of the grantee may be endorsed only by the duly appointed and qualified executor or administrator of the estate of the grantee, or the person to whom the estate is distributed in probate proceedings, including summary probate proceedings under Sec. 630 of the Prob. C.

Endorsements on warrants made under summary probate proceedings should refer to the supporting affidavit required by the Prob. C. of persons claiming estates under summary probate.

Warrants shall be delivered on or as near to the first day of the month as possible. (See Sec. 610-20, Time of Payment.)

FORM AG 231 (revised)—May, 1942
(Formerly Ag 38)

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

Certificate of Delivery
of Payment of Aid

Certificate of Delivery of Payment of Aid OLD AGE SECURITY

To: STATE DEPARTMENT OF SOCIAL WELFARE
616 K Street
Sacramento, California

County Sacramento
Date August 10, 1942
State No. Sac 0000 Ag. County No. 1111

THIS IS TO CERTIFY, That John Doe
Name of recipient
left the Old Men's Home on August 7, 1942
Institution Date
and that on August 10, 1942 I personally delivered to the above named grantee,
Date
Warrant No. 8899 in the amount of \$ 40.00 for the month of August, 1942,
representing aid provided under the Old Age Security Law.

I further certify that at the time and place of delivery of this warrant that recipient was not an inmate of a public institution.

[SIGNATURE] Jewel King
Title Public Assistance Worker

NOTE.—This form is to be completed and certified by the person delivering the warrant to a grantee who is leaving a public institution if old age security is granted prior to date of release of grantee from institution.

One copy to be forwarded to State Department of Social Welfare, 616 K Street, Sacramento

Form AG 231

FORM BL 231 (revised)—February, 1940
(Formerly Bl 38)

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

Certificate of Delivery of Payment
of Aid Provided Under the Aid to
the Needy Blind Law

CERTIFICATE OF DELIVERY OF PAYMENT OF AID PROVIDED UNDER THE AID TO THE NEEDY BLIND LAW

To: STATE DEPARTMENT OF SOCIAL WELFARE
616 K Street
Sacramento, California

County Sacramento
State No. Sac 9999 B1
County No. 1111

THIS IS TO CERTIFY, That Richard Roe was released
from the Sacramento County Hospital on August 4, 1942 and that on August 5, 1942
Institution Date
I personally delivered to the above named grantee, Warrant No. 44556 in the amount of \$ 50.00
Date
for the month of August, 1942, representing aid provided under the Aid to the Needy Blind Law.

I FURTHER CERTIFY, That at the time and place of delivery of this warrant that recipient was not a permanent inmate of a public institution.

[SIGNATURE] Jewel Allen
Title Public Assistance Worker

Date August 6, 1942

NOTE.—This form is to be completed and certified by the person delivering the warrant to a grantee who is leaving a public institution if aid to needy blind is granted prior to date of release of grantee from institution. One copy to be forwarded to State Department of Social Welfare, 616 K Street, Sacramento.

Form BL 231

611-40 Sec. 611-40 Signature Card File

OAS; ANB; APSB; ANC

W&IC Secs. 114; 1560; 2140; 3075; 3460

The following procedure is advised: A signature card file should be maintained in the county to verify endorsements on warrants. In OAS, ANB, and APSB, the signature and name on the card should agree with that on the application (Form Ag, B1 200, B1 200a) or summary of Letters of Guardianship (Form DPA 5). In ANC, the signature on the card should agree with that on the application (Form CA 200) or Notice of Change (Form CA 232). When a mark (an X or thumb print) is used on the application, the same method should be used on the signature card. When administratively possible, the signature of any person who regularly acts as witness to a mark should be in this file. Such a file protects both recipients and the county in detecting forgeries on lost and stolen warrants through comparison of endorsement with the signature card.

611-50 Sec. 611-50 Beginning Date of Aid

OAS; ANB; APSB; ANC

W&IC Secs. 1552; 1558; 2182; 2183; 3084; 3086

The beginning date of aid on every new application is determined by the law governing the respective category of aid as follows:

1. Aid shall begin on the date application is signed if the application is granted by the board of supervisors in the same month in which the application is signed.

Example: Application signed September 6; granted by board of supervisors September 21.
Aid begins September 6.

2. Aid shall begin on the first day of the month in which the application is granted by the board of supervisors when:

A. The application was signed in a previous month; and,

B. In OAS, 90 days or less have elapsed between the date the application was signed and the date aid is granted by the board of supervisors.

Example: Application signed September 6; granted by board of supervisors October 6.
Aid begins October 1.

3. In OAS, when the investigation of the application is not completed within 90 days from the signing of the application and aid is granted by the board of supervisors on the 91st or some subsequent day, aid shall begin on the first of the month following the expiration of the 90-day period. (See Sec. 611-70, Retroactive Initial Payments.) The day following that on which the application is signed represents the first day of the investigation period. When the 90th calendar day falls on a Sunday or other legal holiday, the following day is considered the 90th day.

Example a: OAS application signed September 6; granted by board of supervisors February 6. As the 90-day period ended December 5, retroactive aid is paid from January 1.

Example b: OAS application signed September 6; granted by board of supervisors December 10. As the 90-day period ended December 5, aid begins on January 1, the first of the month following termination of the 90-day period.

4. Aid shall begin on the date specified by the SSWB in an order awarding aid. (See Sec. 325-70, Decisions by the SSWB.)

The beginning date of aid shall not antedate the signing of the application. Exception: When the recipient transfers from one county to another, the beginning date of aid in the second county may antedate the signing of the application in the second county. (See Sec. 122-67, Continuous Payment of Aid in Transferred Case.)

Sec. 611-10 Payments When Child Dies

W&IC Secs. 114; 1560

611-10

ANC

Federal and State participation is available for aid paid at any time during the calendar month in which a child receiving ANC dies, irrespective of whether the payment was made before or after the date of death. Such participation is available even though the child who dies is the only child in the family receiving ANC.

Sec. 611-20 Payments When Payee Dies

W&IC Secs. 114; 1560; 2140; 3075; 3460

611-20

OAS; ANB; APSB; ANC

When the payee is other than the recipient of aid, the warrant shall not become part of the payee's estate in case of his death.

The original warrant, issued to the deceased payee, shall be canceled and a duplicate warrant shall be issued to the new payee or guardian.

Sec. 611-30 Endorsement of Warrants

W&IC Secs. 114; 1560; 2140; 3075; 3460

611-30

OAS; ANB; APSB; ANC

Warrants issued in payment of aid shall be endorsed by the authorized payee in order to signify receipt of payment, except in the case of a deceased grantee or payee as provided in Sec. 611-00, Payment When Grantee Dies, and Sec. 611-20, Payments When Payee Dies. Warrants issued in favor of the legally appointed guardian of a recipient shall be endorsed by the guardian.

There is no Federal and State participation when endorsements on warrants are by some one other than the payee, even though made in the payee's name, e.g., John Jones by Herman K. Jones.

A payee may endorse a warrant in a foreign language which differs in appearance from his name as it appears on the face of the warrant, e.g., in Chinese characters. Such endorsement is acceptable unless there is reason to doubt its authenticity.

When a payee is unable to write his name, he may endorse his warrant by means of a mark, e.g., an X or a thumb print. Such mark endorsement shall be accompanied by the name of the grantee and the signature and address of at least one witness in attendance at the time the mark endorsement is made.

Example of a form which may be used on the reverse side of the warrant to obtain proper endorsement:

Endorsement hereon acknowledges payment for month specified

This warrant must be endorsed on the line below by the person in whose favor it is drawn, and the name must be spelled exactly the same as it is on the face of this warrant.
(Note: If endorsement is made by mark (X) see instructions below.)

(Sign on this line)

FORM FOR ENDORSEMENT BY MARK (X)

If endorsement is made by mark (X) it must be witnessed by one person who can write.
Use form below:

(HIS) OR (HER)

☐
MARK

(Payee's name must be written on this line exactly as it appears on face of warrant.)

Witnesses to mark:

Name-----

Address-----

Name-----

Address-----

611-90

FINAL AL PROCEDURES—PAYMENT OF AID

Public Assistance Program

611-90 Sec. 611-90 Cancellation of Aid Warrants W&IC Sec. 222

OAS; ANB; APSB; ANC

Any warrant issued in payment of aid shall not be redeemed and shall be canceled if not presented for payment within six months after date of issuance. Every aid warrant should carry notice of this fact conspicuously on its face in order that persons holding such warrants will present them for payment within the time limit specified. The following wording is suggested: "Void after six months from date of warrant."

612-00 Sec. 612-00 Financial Records for Individual Cases

OAS; ANB; APSB; ANC

W&IC. Secs. 114; 1560; 2140; 3075; 3460

The following procedure is advised:

An individual account should be kept in the county for each recipient of aid. Such a record should include the name of the grantee and/or payee, the State case number, the amount of the grant, the effective date of the grant, all changes in the rates of aid, the effective dates of such changes, the dates of payment, and warrant numbers. All payments should be posted to these accounts. Cancellations, collections, and other adjustments should be recorded.

These records should be filed in numerical sequence by State number. The issuance of warrants and pay roll listings should follow the same order to facilitate posting.

Sec. 611-60 Initial Payments

W&IC. Secs. 1552; 1558; 2182; 2183; 3084; 3086

611-60

OAS; ANB; APSB; ANC

Initial payments of aid shall be made within the month for which such aid is granted except when aid is granted by the SSWB or in OAS when retroactive aid is granted because the investigation is not completed within 90 days after the application was signed. (See Sec. 611-50, Beginning Date of Aid, and Sec. 611-70, Retroactive Initial Payments.) The initial payment includes the day on which aid begins. When aid begins on the first day of a month, payment shall be made for the full month. When aid begins during a month, the initial payment shall cover only the portion of the month for which aid is granted including the beginning day. Exception: This does not apply in cases awarded aid upon appeal to the SSWB.

Sec. 611-70 Retroactive Initial Payments

611-70

OAS

W&IC. Sec. 2183

In OAS when the investigation has required more than 90 days for completion and the payment of retroactive aid is necessary, the initial payment will not be made in the month for which the aid is granted. In such cases, the initial payment, together with any succeeding retroactive payments, shall be made in the month of board of supervisors' action.

Example: OAS application signed June 5; approved by board of supervisors December 10 with aid to begin October 1. October, November, and December payments shall be made in December.

Sec. 611-80 Payments Made Upon Order of the SSWB

611-80

OAS; ANB; APSB; ANC

W&IC. Secs. 1552; 2182; 3086

Payment shall be made in the amount awarded and for the period designated by the order of the SSWB in cases of appeal. Federal and State participation is available for retroactive payments in such cases, except in APSB and certain ANC cases where there is no Federal participation. (See Sec. 325-90, Disposition of Case After SSWB Decision.)

129-05 Sec. 129-05 Proof of State Residence

WIC Sec. 1525

ANC

For the child born in California birth evidence which verifies that the child was born in the State establishes State residence. When the child was not born in California, his State residence shall be verified by establishing one year's physical presence in California or the residence of the parent in California for one year immediately preceding the date of application.

The child's physical presence may be established by any continuous record covering the 12-month period immediately preceding the date of application, such as institution, hospital, county welfare department, or by an affidavit of a person other than the parent or applicant with personal knowledge that the child has been physically present in the State for one year immediately preceding the date of application.

Residence of the parent in California for one year immediately preceding the date of application is verified by any continuous record covering the 12-month period, such as employment record, public assistance record, rent or utility receipts, or an affidavit of a responsible person other than the parent or applicant with personal knowledge that parent or parents have resided in California for one year immediately preceding the date of application.

When temporary absence from the State during the year immediately preceding application affects the child's eligibility (see Sec. 121-77, Effect of Absence of Child or Parent with Intent to Establish Residence in Another State), an affidavit of intent of the person establishing the child's residence shall be obtained.

Sec. 129-00 Determination of State and County Residence

129-00

OAS; ANB; APSB

W&IC Secs. 3083; 3471

In ANB and APSB affidavits of two reputable citizens are required to establish that the applicant meets the required period of residence. Affidavits of residence shall be completed by persons who know that the applicant has the required residence qualifications. The affidavit shall include a statement of the facts upon which the affiant bases his knowledge of the period of the applicant's residence to which he is certifying. To be acceptable as proof of residence the facts should be such that it is reasonable to conclude that the affiant could have had knowledge of the period of residence covered in the affidavit. When affiants are not qualified to verify the applicant's residence for the entire period required, additional affidavits shall be obtained until evidence for the entire period is on file.

In OAS the affidavit of residence completed by persons having knowledge of the applicant's residence is one method of establishing the required period of State and county residence. Other evidence of the period of residence may be used. This is needed when there is conflicting information regarding the period of residence.

When an OAS applicant has given information regarding his residence in connection with the completion of a record, and the period of residence was merely incidental to the purpose of the document or record, there is no reason for a misstatement regarding the period of residence. In general, such records of residence are superior to those in which some advantage would have resulted from a misstatement of residence. Statements made under oath by the applicant regarding his residence evince his intent and carry the presumption, which may be refuted, that the residence requirement for the particular action was met; e.g., voter's registration and records of legal action requiring a period of residence.

Some types of evidence are indicative of the applicant's residence but may not in themselves establish that the residence requirements have been met. When two or three items corroborate each other, however, they may satisfactorily establish the required residence of the applicant. Useful corroborative evidence, especially if the applicant's address is shown, includes:

1. Rent or utility receipts or accounts covering a continuous period;
2. Social agency records;
3. Physicians' and lawyers' records when the applicant has been seen frequently;
4. Mail addressed to the applicant;
5. Lodge or club records.

(See Sec. 232-10, Affidavit Regarding Residence of Applicant, and Sec. 236-00, Instructions for Summary of Information from Review of Documentary Evidence.)

172-00 **Sec. 172-00 Investigation of Responsible Relatives Within State, OAS**

OAS

W&IC Secs. 2181; 2224

The county shall determine if the applicant for or recipient of OAS has within the State a spouse or adult child pecuniarily able to contribute to the support of the applicant or recipient. The county shall request such spouse or child to file a sworn statement indicating his contribution, if any, to the applicant or recipient and the form and amount of such contribution. The number of his dependents exclusive of applicant or recipient and net monthly income shall also be requested. Such sworn statement shall be filed within 10 days of county's request, if responsible relative is living within the county or within 30 days if living elsewhere in the State.

The following factors shall be considered in determining the net income of each relative:

1. "Monthly Income" refers to net monthly income.

a. Salary and wages:

The gross amount of an employed person's salary or wages ordinarily represents his net monthly income from that source. However, should there be unusual expense attributable to the particular employment, this may be given consideration in determining net income. An instance in which an employed person is required to expend an unusual sum for transportation to and from his employment would be a circumstance for which allowance could be made in determining net income. Such items as compulsory accident insurance, cleaning bills, social security and retirement deductions and living expenses are not deductible when determining net income. The cost of uniforms does not ordinarily represent expense which should be allowed in determining net incomes since uniforms take the place of clothing which the relative would have to provide were uniforms not required. However, the extent to which the cost of uniforms exceeds the cost of personal clothing which the relative would otherwise necessarily have to provide for himself represents an item in determining net income.

b. Commercial enterprise, such as business or farm operation:

Normal expenses of operating a business, including overhead, represent deductible items in determining the net income of the relative. That expense which is necessary to maintain a business on an operating basis and to preserve the capital investment is given consideration in determining net income. Necessary business and operating expenses which are past due and unpaid represent an obligation of the business to be recognized in determining net income from a business.

In the case of farm operation, for example, the cost of taxes, interest, and principal payments on encumbrances, and depreciation on equipment, should be considered. When an automobile or other motor vehicle is maintained for the business, reasonable expense for its operation should be deducted in determining the net income.

c. Commissions:

Overhead and operating expenses are considered in determining net earnings derived from commissions. This includes such items as the maintenance and operation of an automobile used in connection with the business, office rent, telephone, stationery, etc.

The granting of or continued receipt of aid shall not be contingent upon the filing of a sworn statement by spouse or adult child or upon recovery of aid granted from a responsible relative. Aid shall be granted to properly qualified aged persons regardless of whether they have relatives of proper degree of kinship who are able, though not willing, to support the aged person.

When the initial inquiry and a 30-day follow-up request for a sworn statement from the responsible relative brings no reply, and other investigation is completed, action should be taken upon the application.

When the responsible relative fails to return the report requested of him, the district attorney should be consulted for advice as to further steps that may be taken by the county to establish whether there is a cause for action under W. & I. C. Sec. 2008, as set forth in Sec. 102-90, Violation of Provisions of OAS law.

The maximum degree of liability of responsible relatives shall not exceed that amount which is determined on the basis of the Relatives' Contribution Scale. In determining the individual relative's

The parent may emancipate the minor as to the entire earnings or income of the minor and yet retain full parental control of the minor in all other respects; in which event, the minor would have the same financial responsibility towards the parent as any adult child, but no more.

Emancipation may be either expressed or implied; that is, it may be expressed in writing or orally, or by the actions of the parent and child.

In determining the fact of emancipation, the reason for such emancipation must be ascertained and if it appears that the emancipation was made for the purpose of qualifying a member of the family for public assistance or for a greater amount of public assistance than that to which they would otherwise be entitled, such emancipation shall be considered ineffectual for the purpose of public assistance.

The right of emancipation can be exercised only by the parent.

For the purpose of determining the cause of such emancipation, the following factors shall be weighed and determinations made:

1. There is a presumption that a child living under the parental roof is not emancipated, and, in order to establish emancipation in such instance, clear and convincing evidence sufficient to refute the presumption must be presented. Such evidence may be that emancipation was made at a time prior to any consideration on the family's part of applying for public assistance; that the need of public assistance was due entirely to factors other than the emancipation of the child.
2. The child not living under the parental roof shall, on the declaration of the parents, be considered to be emancipated if such child is, in fact, using his earnings and income for his own support. This presumption of emancipation may be refuted by clear and convincing evidence that such parent has not emancipated the child and is, in fact, appropriating any portion of the child's earnings or income.

Example: If the child has been permitted by the parent to retain his earnings without an accounting to the parent, such child would be deemed emancipated in respect to his earnings.

To assist in determining emancipation, the following should be ascertained:

Did child obtain job through own efforts or was job obtained by parent?

Does child have final decision about collecting his own pay, either in cash or by check?

If by check, does the child cash his own check, and, after receipt of the cash, does the child retain his portion and only turn over the amount agreed upon to the parent?

Sec. 171-45 Responsibility of Persons Receiving Assistance Civil Code Sec. 206; W&IC Secs. 1505; 171-45 OAS; ANB; APSB 1560; 2006; 2140; 2141; 3003; 3008; 3075; 3400; 3402; 3407; 3460

A legally responsible relative who is an applicant for or recipient of public assistance shall not be required to make a contribution from his grant of aid to other persons for whom he is legally responsible.

172-00

RELATIVES

Public Assistance Program

The Relatives' Contribution Scale follows:

RELATIVES' CONTRIBUTION SCALE

A. Net monthly income of responsible relatives in one family	B. Number of persons dependent upon income									
	1	2	3	4	5	6	7	8	9	10 and over
C. Maximum required monthly contribution										
Under \$75 -----	0	0	0	0	0	0	0	0	0	0
\$75- 84 -----	0	0	0	0	0	0	0	0	0	0
85- 94 -----	0	0	0	0	0	0	0	0	0	0
95-104 -----	5	0	0	0	0	0	0	0	0	0
105-114 -----	8	0	0	0	0	0	0	0	0	0
115-124 -----	12	0	0	0	0	0	0	0	0	0
125-134 -----	17	0	0	0	0	0	0	0	0	0
135-144 -----	23	0	0	0	0	0	0	0	0	0
145-154 -----	30	5	0	0	0	0	0	0	0	0
155-164 -----	35	10	0	0	0	0	0	0	0	0
165-174 -----	40	15	0	0	0	0	0	0	0	0
175-184 -----	45	20	5	0	0	0	0	0	0	0
185-194 -----	50	25	10	0	0	0	0	0	0	0
195-204 -----	55	30	15	5	0	0	0	0	0	0
205-214 -----	60	35	20	10	0	0	0	0	0	0
215-224 -----	65	40	25	15	5	0	0	0	0	0
225-234 -----	70	45	30	20	10	0	0	0	0	0
235-244 -----	75	50	35	25	15	5	0	0	0	0
245-254 -----	80	55	40	30	20	10	0	0	0	0
255-264 -----	80	60	45	35	25	15	0	0	0	0
265-274 -----	80	65	50	40	30	20	5	0	0	0
275-284 -----	80	70	55	45	35	25	10	0	0	0
285-294 -----	80	75	60	50	40	30	15	5	0	0
295-304 -----	80	80	65	55	45	35	20	10	0	0
305-314 -----	80	80	70	60	50	40	25	15	5	0
315-324 -----	80	80	75	65	55	45	30	20	10	5
325-334 -----	80	80	80	70	60	50	35	25	15	10
335-344 -----	80	80	80	75	65	55	40	30	20	15
345-354 -----	80	80	80	80	70	60	45	35	25	20
355-364 -----	80	80	80	80	75	65	50	40	30	25
365-374 -----	80	80	80	80	80	70	55	45	35	30
375-384 -----	80	80	80	80	80	75	60	50	40	35
385-394 -----	80	80	80	80	80	80	65	55	45	40
395-404 -----	80	80	80	80	80	80	70	60	50	45
405-414 -----	80	80	80	80	80	80	75	65	55	50
415-424 -----	80	80	80	80	80	80	80	70	60	55
425-434 -----	80	80	80	80	80	80	80	75	65	60
435-444 -----	80	80	80	80	80	80	80	80	70	65
445-454 -----	80	80	80	80	80	80	80	80	75	70
455-464 -----	80	80	80	80	80	80	80	80	80	75
465 or over -----	80	80	80	80	80	80	80	80	80	80

ability to contribute the relative's financial circumstances shall be given due consideration and in unusual cases a degree of liability which is less than the amount fixed by Relatives' Contribution Scale may be established. Expenses due to illness in the family or obligations incurred as a result of illness are among the unusual circumstances which should be considered.

When a spouse of the applicant or recipient has separate income (as distinguished from community income), such spouse's degree of legal responsibility for support, for which recovery action can be initiated, shall be measured by the scale. If living with the recipient or applicant, the extent to which the recipient or applicant is actually in receipt of assistance from such spouse, either in cash or in kind, shall be determined on the basis of the facts in each case, after giving due consideration to the spouse's needs.

When a spouse has community income (as distinguished from separate income), the spouse, provided he or she is not receiving categorical assistance, may retain sufficient of such community income for the support of himself or minor children. After the support of the spouse and minor children is met, the remainder of the income shall be considered income to the applicant or recipient unless it exceeds the amount retained by the spouse for his support and that of the minor children. In that event any excess shall be equally divided between the two spouses.

An adult child's maximum liability for two living parents is the same as for one parent. The degree of legal responsibility for which recovery action may be initiated for an adult child living in the home of applicant or recipient shall be measured according to the scale in the same manner as though he were not in the home. Payment of room and board by an adult child does not alter his degree of legal responsibility as this represents an item of expense which must be met regardless of where the child lives.

When the responsible relative is a married daughter and there is no agreement between the couple, whereby the wife is permitted to retain her earnings as her separate property, the earnings of the wife represent the income of the husband since they are under his management and control. Under these circumstances the daughter's degree of liability is removed and she is considered a dependent of her husband. Thus, when the responsible relative is a married daughter and the only income is community income of the couple, the daughter's degree of liability is removed.

If the person receiving aid has within the State a spouse or adult child pecuniarily able to support said person but who is not supporting or contributing to the extent of his ability as determined by the Relatives' Contribution Scale (or the lesser amount which the board of supervisors deems justifiable in unusual cases), the county shall request the district attorney or other civil legal officer of the county granting aid to proceed against such kindred in the order of their responsibility to support. Upon such demand, the district attorney or other legal officer shall on behalf of the county maintain an action in the superior court of the county granting aid against the relative. Such action shall be for the purpose of recovering such portion of the aid granted as the relative is able to pay and to secure an order requiring the payment of any sums which may become due in the future for which the relative may be liable.

172-10 **Sec. 172-10 Investigation of Responsible Relatives Within State, ANC** Civil Code Secs. 196; 196A;
W&IC Secs. 1520; 1521; 1560
ANC

The county shall determine the ability of the parent or parents of a child for whom application is being made, to assist the child. The financial situation of the parent or parents shall be verified.

When it is impossible to verify the parents' financial situation, the records must show the efforts of the county to obtain this information.

172-15 **Sec. 172-15 Determination Regarding Contributions from Out-of-State Responsible Relatives**
OAS; ANB; APSB; ANC W&IC Secs. 1520; 1521; 1560; 2140; 2141; 2160(f); 3075; 3084; 3472D; 3460

Inquiry should be made of responsible relatives living outside the State to determine what contribution, if any, is being made.

In OAS, ANB and APSB, an inquiry shall be directed to each responsible relative living outside the State whose whereabouts is known, as to the form and amount of contributions, if any, and his ability to support the applicant or recipient.

In ANC, an effort shall be made to verify the financial situation of responsible relatives of children receiving such aid as well as the form and amount of contribution.

Inquiry should be made by direct correspondence with the relative. Inquiry may be made through a public welfare agency in the community in which the relative lives when the relative fails to reply and there is reason to believe he may be contributing to the applicant.

During hostilities, the foregoing investigation need not include relatives living in war zones.

Sec. 172-05 Investigation of Responsible Relatives Within State, ANB; APSB

172-05

ANB; APSB

W&IC Secs. 3075; 3088; 3460; 3474

The county shall determine the pecuniary ability of all legally responsible relatives (spouse, parent, or adult children) to assist the applicant or recipient. The securing of a signed responsible relative statement, although not mandatory, is an acceptable means of determining such ability.

In determining the pecuniary ability of the responsible relative to support, the following shall be taken into consideration:

1. Family responsibilities, including adequate support and care of dependents.
2. Expenses connected with employment, such as transportation, or other expenses incident to the retention of such employment.
3. Necessary expense for operation of commercial or agricultural enterprise, including the cost of livestock, taxes, interest and principal payments on encumbrances, necessary business and operating expenses which are past due and unpaid representing an obligation against the enterprise, depreciation, expenditures necessary to maintain the capital investment, etc.
4. Legal obligations and contracts already incurred; debts accumulated because of previous periods of unemployment of self or members of the family; medical or dental bills, with special regard for any additional health problems in the family, such as the illness of husband, wife, or child, together with the need for assistance in the home because of illness.
5. All regular monthly expenditures (including any periodic insurance premium payments) necessary to maintain a healthful and decent standard of living in the community.
6. When a spouse has separate income (as distinguished from community income), the extent to which the recipient or applicant is actually in receipt of assistance from such spouse, either in cash or in kind, shall be determined on the basis of the facts in each case, after giving due consideration to the spouse's needs.
7. When a spouse has community income (as distinguished from separate income), the spouse, provided he or she is not receiving categorical assistance, may retain sufficient of such community income for the support of himself or minor children. After the support of the spouse and minor children is met, the remainder of the income shall be considered income to the applicant or recipient unless it exceeds the amount retained by the spouse for his support and that of the minor children. In that event any excess shall be equally divided between the two spouses.
8. The degree of legal responsibility of an adult child, for which recovery action may be initiated, shall be determined on the basis of the facts in each case, after giving due consideration to the needs of the adult child.
9. When the responsible relative is a married daughter and there is no agreement between the couple, whereby the wife is permitted to retain her earnings as her separate property, the earnings of the wife represent the income of the husband since they are under his management and control. Under these circumstances, the daughter's degree of liability is removed and she is considered as a dependent of her husband; thus when the responsible relative is a married daughter and the only income is community income of the couple, the daughter has no legal responsibility on which recovery action may be initiated.

Aid shall not be denied if the responsible relative fails to return his Statement of Responsible Relative (Form Bl 225) unless the investigation indicates the applicant is in receipt of contributions from responsible relatives, in cash or kind, meeting the extent of his verified need.

The granting of or continued receipt of aid shall not be contingent upon the filing of signed statements by responsible relatives or upon recovery of aid. Aid shall be granted to properly qualified persons regardless of whether they have relatives of proper degree of kinship who are able, though not willing, to support or to contribute to the support of the person. When it is determined that a legally responsible relative is pecuniarily able to contribute, the county may request the district attorney or other civil legal officer to initiate recovery action against such legally responsible relative.

When the initial inquiry and a 30-day follow-up request for a signed statement from the responsible relative brings no reply, or where it has been impossible to communicate with a responsible relative by any method within a reasonable time and other investigation is completed, action shall be taken on the application.

132-46 Sec. 132-46 Joint Tenancy or Tenancy in Common Civil Code Secs. 683; 685
OAS; ANB; APSB; ANC

When property is held in joint tenancy or in tenancy in common by one or more persons, the interest of each owner is deemed to be his equal proportionate share of the total assessed value of the property.

132-50 Sec. 132-50 Life Estate W&IC Secs. 103.5; 103.6; 1520; 1560; 2141; 2164; 2165; 3047; 3075; 3447; 3460
OAS; ANB; APSB; ANC

The county assessed valuation of all real property in which life estate is held, together with all other owned real property, shall be considered in determining eligibility in accordance with requirements of respective category of aid.

132-51 Sec. 132-51 Remainderman's Interest Civil Code Secs. 690; 693; 694; 695; 696; 765; W&IC Secs. 103.5; 103.6; 1520; 1560; 2141; 2164; 2165; 3047; 3075; 3447; 3460.
OAS; ANB; APSB; ANC

The assessed valuation of real property in which a vested future interest is held shall be considered in determining eligibility of the remainderman. If the future interest is contingent, the value of the property shall not be considered in determining his eligibility.

A future interest is vested when the remainderman would have a right to the immediate possession of the property upon the ceasing of the intermediate or precedent interest such as life estate or other intermediate holding. Certain other types are considered contingent interests. It is suggested that whenever question arises as to whether the interest of the remainderman is contingent or vested it be referred to the district attorney for decision.

132-52 Sec. 132-52 Undistributed Estates Prob. C. Sec. 300; W&IC Secs. 103.5; 103.6; 1520; 1560; 2141; 2164; 2165; 3047; 3075; 3447; 3460.
OAS; ANB; APSB; ANC

Real property in an undistributed estate is considered the property of the applicant or recipient when title is vested in the applicant or recipient.

The county assessed value of real property in an undistributed estate in which title vests in the applicant or recipient shall be considered in determining eligibility unless such property is subject to an express provision of the will that it be sold or liquidated. (See Sec. 144-10, Determination of Personal Property Value of Undistributed Estates.) When property is inherited during receipt of aid and the title vests in the recipient, its value shall be determined as soon as the county has knowledge of the inheritance.

An estate consisting of real property is probated in accordance with the laws of the jurisdiction in which the real property is located, irrespective of the residence of the decedent, while an estate consisting of personal property is probated in accordance with the laws of the jurisdiction of residence of the decedent irrespective of the location of the personal property. Title to real property, located in California, in an undistributed estate, vests upon the death of the decedent and, therefore, ownership is not dependent on the distribution of an estate. Sec. 124 of the Prob. C. states: "When a will directs the conversion of real property into money, such property and all its proceeds must be deemed personal property from the time of the testator's death."

Sec. 300 of the Prob. C. states: "When a person dies, the title to his property, real and personal, passes to the person to whom it is devised or bequeathed by his last will, or, in the absence of such disposition, to the persons who succeed to his estate . . . but all of his property shall be subject to the possession of the executor or administrator and to the control of the superior court for the purposes of administration, sale or other disposition . . . and shall be chargeable with the expenses of administering his estate, and the payment of his debts and the allowance to the family . . ."

Title to real property in some other jurisdictions does not vest until the estate is distributed. The laws of the jurisdiction in which real property is located determine when title to real property in an undistributed estate vests in the applicant or recipient.

When a question arises as to the date title to real property in an undistributed estate vests in the applicant or recipient, referral should be made to the district attorney to ascertain the laws of the particular jurisdiction.

132-54 Sec. 132-54 Real Property Bought or Sold Under Contract of Sale (Title Not Passing) W&IC Secs. 103.5; 103.6; 1520; 1560; 2141; 2164; 2165; 3047; 3075; 3447; 3460
OAS; ANB; APSB; ANC

When real property is sold under a contract of sale, title remaining with the seller (vendor), the assessed value of the property, regardless of the seller's equity in it, shall be considered in determining eligibility for aid.

The buyer (vendee) of real property under contract of sale is the owner of an equitable interest in such real property, and is also regarded as the owner of the property. The assessed valuation of property being purchased under contract of sale shall be considered in determining the eligibility of the buyer (vendee) for aid.

If both the seller and the buyer of property being sold under a contract of sale are applying for or receiving aid the assessed valuation of the property is considered in determining the eligibility of each.

Sec. 132-20 Real Property Outside U. S. W&IC Secs. 103.5; 103.6; 1520; 1560; 2141; 2164; 132-20
OAS; ANB; APSB; ANC 2165; 3047; 3075; 3447; 3460

When real property is located outside the United States, the assessed valuation shall be considered on the basis of rate of exchange in American dollars, regardless of manner by which other units of government determine the assessed value of such property. If, e.g., the Mexican Consul advised that property in Mexico was assessed at 1000 pesos and rate of exchange was 5 pesos to 1 dollar, the assessed value of the property would be \$200.

To obtain information regarding real property located outside the United States, various sources are used. When no language barrier exists, the county may correspond with the unit of government or public official concerned. When a language barrier exists, inquiry is generally directed to an American Consul in the country concerned. The nearest representative of the other country may also be consulted.

During the present period of hostilities, continued ownership of real property located in countries actively at war, or in conquered or occupied areas, is in doubt and the value, if any, of the holdings can not be ascertained. When it is impossible to obtain reasonably positive evidence of eligibility or ineligibility with respect to real property located in such countries, it is the presumption that continued ownership is in doubt and that such property has no present value in determining eligibility. For the present, investigation of such holdings need not be pursued. Upon cessation of hostilities, investigation shall be made through the usual sources available in determining the value of real property in foreign countries, aid to continue during the investigation provided eligibility otherwise exists.

Sec. 132-25 Increase or Decrease in Assessed Value of Real Property 132-25
OAS; ANB; APSB; ANC W&IC Secs. 1520; 1560; 2141; 2164; 2165; 3047; 3075; 3447; 3460.

Eligibility may be affected by an increase or a decrease in assessed value of real property.
The current assessed value is used in determining eligibility.

Sec. 132-30 Determination of Assessed Value of Real Property Prob. C. Sec. 300; Civil Code Secs. 132-30
OAS; ANB; APSB; ANC 678-687 Inc.; W&IC Secs. 103.5; 103.6; 2141; 2164; 2165; 2165A; 3047; 3075; 3447; 3460

In OAS, the assessed value of all real property belonging to an applicant and his spouse and in ANC to a child or children and their parent or parents, shall be ascertained. (For exception in OAS, see Sec. 131-20, Ownership of Real Property Outside State by Separated Spouse.) In ANB and APSB, only the assessed value of property belonging to the applicant as separate property, or as his equal share of community property is considered.

The following are examples of real property ownership in which the assessed value shall be considered:

1. Separate property of a single person;
2. Separate property of husband or wife;
3. Separate property of a separated couple (in OAS and ANC); for exception in OAS, see Sec. 131-20;
4. Community property of a couple;
5. Community property of a separated couple;
6. Property held in joint tenancy;
7. Property held in tenancy in common;
8. Property held in a life estate;
9. An interest in an undistributed estate;
10. Property purchased or sold under contract of sale (title not passing);
11. Property purchased under mortgage, deed of trust, etc.

Sec. 132-41 Value of Real Property Held in Trust Civil Code Secs. 694; W&IC Secs. 103; 103.5; 103-41
OAS; ANB; APSB; ANC 103.6; 1560; 2140; 2141; 3075; 3460

The assessed valuation of real property (in ANB and APSB less encumbrance of record) which is held in trust shall be considered in determining eligibility of the beneficiary of the trust when such interest is a vested interest. If the future interest is contingent, the value of the property shall not be considered in determining eligibility.

A future interest is vested when the beneficiary would have a right to the immediate possession of the property upon the ceasing of the intermediate or precedent interest such as life estate or other intermediate holding. Certain other types are considered contingent interests. It is suggested that whenever question arises as to whether the interest of the beneficiary is contingent or vested, it be referred to the district attorney for decision.

144-15 **Sec. 144-15 Determination of Value of Frozen Assets** W&IC Secs. 103; 103.5; 103.6; 1560; 2140; 2141; 3075; 3460
 OAS; ANB; APSB; ANC

Frozen assets are those which have become unavailable to the owner through no voluntary act on his part and which can not be obtained by any voluntary act on his part. An interest as evidenced by deposits, certificates of ownership, etc., in defunct banks, building and loan associations, or other organizations may be frozen in so far as obtaining funds from the particular bank, or other institution is concerned, but the interest may be saleable at a discount. Such saleable value represents personal property to be considered in determining eligibility for the particular category of aid.

144-20 **Sec. 144-20 Determination of Value Other Types of Personal Property**
 OAS W&IC Secs. 2163; 2140; 2141

In addition to types of personal property discussed in previous sections, there are miscellaneous types of personal property such as jewelry, art objects, antiques, musical instruments, books, etc. As with other types of personal property the current market value, i.e., the amount that could be realized upon quick sale of such articles, shall be considered in determining eligibility.

145-00 **Sec. 145-00 Personal Property Acquired by Purchase**
 OAS; ANB; APSB W&IC Secs. 2140; 2141; 2163; 3047; 3075; 3447; 3460

Personal property may be purchased without affecting eligibility for aid provided the value of such personal property, together with other personal property holdings, does not exceed the limitations provided in the law for the respective category of aid.

If a recipient or spouse purchases personal property, the terms of the purchase and plan of payment should be ascertained. If it does not appear that the payments can be met out of the known resources and the grant, the possibility of unknown assets or income should be explored.

145-05 **Sec. 145-05 Personal Property Acquired by Gift**
 OAS; ANB; APSB; ANC Civil Code Secs. 162; 163

The value of personal property acquired by gift shall be considered in determining eligibility in accordance with the provisions of the respective category of aid. A gift is the separate property of the person receiving it.

Sec. 144-08 Determination of Value of Trust Funds Civil Code Secs. 694; 695; W&IC Secs. 103; 144-08
 OAS; ANB; APSB; ANC 103.5; 103.6; 1560; 2140; 2141; 3075; 3460

When personal property is held in trust for the future benefit of the beneficiary and the taking of possession is dependent only on time; e.g., a child becoming 21 years of age, a definite date arriving, or the trustor dying, the current market value of the trust (in ANB and APSB, less encumbrance of record) at the time of application shall be considered in determining eligibility.

Many trusts cannot be sold nor can the amount of money which could be realized from them be determined. When this occurs, the current market value of the trust (in ANB and APSB, less encumbrance of record) as placed by a responsible concern such as a bank, or by the trustee shall be secured.

Example: A child who is a beneficiary of a trust for \$5000 is to take possession at the age of 21. The current market value of the trust on May 26, 1942, by a local banker places the value at \$3000.

When the passing of the trust is contingent upon the acts, either affirmative or negative of a third person, the value of the trust need not be considered in determining eligibility until the necessary action occurs. When the event occurs which makes the applicant or recipient the direct beneficiary of the trust, the current market value (in ANB and APSB, less encumbrance of record) of the trust shall be secured.

Example: The trustor makes the trust payable to, or places the ownership of the trust in, a third person and the trust passes to the applicant or recipient only on the death of the third person, the value of the trust need not be considered until the third person dies.

Sec. 144-10 Determination of Personal Property Value of Undistributed Estates

144-10

OAS; ANB; APSB; ANC Prob. C. Secs. 124; 380; W&IC Secs. 103; 103.5; 103.6; 1560;
 2140; 2141; 3075; 3460

Personal property in an undistributed estate is considered the personal property of the applicant or recipient when title vests in the applicant or recipient. An estate consisting of personal property is probated in the jurisdiction of residence of the decedent, irrespective of the location of the personal property, while real property is probated in accordance with the jurisdiction in which the real property is located irrespective of the residence of the decedent. (See Sec. 132-52 Undistributed Estates.) The laws of the particular jurisdiction in which the estate is being probated determine when title to personal property in an undistributed estate vests in the applicant or recipient. Title to personal property in an undistributed estate, under California law, vests upon the death of the decedent. In some other jurisdictions title does not vest until the estate is distributed. When a question arises as to date when title to personal property in an undistributed estate vests in the applicant or recipient, referral should be made to the district attorney to ascertain the laws of the particular jurisdiction.

Property in an undistributed estate is considered to be personal property if it is in fact personal property or if it is in fact real property but subject to the express provision in the will that it shall be sold or liquidated and a specific sum of money be given to the heir, legatee or devisee.

The value of personal property holdings in an undistributed estate shall be considered in determining eligibility when title to property vests in the applicant or recipient, according to the provisions of the respective category of aid.

The exact amount of outstanding obligations against the estate of personal property is not always determinable while the estate is in probate. Consideration may be given to known indebtedness and to an estimate of the administrative costs exclusive of inheritance taxes. This estimate of administrative expense (exclusive of inheritance tax) may be deducted from the appraised value as filed with the probate court in determining the net amount of personal property which will be distributed to the legatee at the culmination of the probate proceedings.

When two or more heirs have an undivided interest in an undistributed estate, each is considered to have an interest in proportion to the number of known heirs. (See Sec. 145-10, Personal Property Acquired by Inheritance.)

Culbert T. Olson
Governor

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET ST.

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

Sacramento
October 19, 1942

Honorable Paul Peek
Secretary of State
Room 109, State Capitol
Sacramento, California

SOCIAL WELFARE BOARD

ARCHIBALD B. YOUNG, CHAIRMAN
808 S. SAN RAFAEL AVENUE
PASADENA

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ROUTE 1, BOX 55
LINDSAY

MELVYN DOUGLAS
9484 WILSHIRE BOULEVARD
BEVERLY HILLS

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POST OFFICE BOX 12
SALINAS

ERWIN M. HIRSCHFELDER
250 FRONT STREET
SAN FRANCISCO

BEN KOENIG
1680 NORTH VINE STREET
LOS ANGELES

J. STITT WILSON
1745 HIGHLAND PLACE
BERKELEY

IN REPLY PLEASE REFER

TO:

My dear Mr. Peek:

Attached hereto are three copies of regulations,
currently effective made by the State Department
of Social Welfare.

These regulations are filed in accordance with Article
21 of Chapter 3 of Title 1 of Part 3 of the Political
Code as amended by Chapter 628, Statutes of 1941.

Very sincerely yours,

Martina A. Chickering

MARTHA A. CHICKERING, Director
Department of Social Welfare

172:786
Attachments

Culbert L. Olson
Governor

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE

XXXXXXXXXXXXXX

RM. 702, DAVID HEWES BLDG.
995 MARKET STREET

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

Sacramento
October 14, 1942

JOHN C. CUNEO
922 J. STREET
MODESTO

WILFORD H. HOWARD
P. O. Box 288
SACRAMENTO

SOCIAL WELFARE BOARD
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MELVYN DOUGLAS
9484 WILSHIRE BOULEVARD
BEVERLY HILLS

MRS. T. G. EMMONS
POST OFFICE Box 12
SALINAS

XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX
COL. ERNEST L. PETERSON
CORONA

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DEPARTMENT BULLETIN NO. 196-A

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

FILED

in the office of the Secretary of State
OF THE STATE OF CALIFORNIA

OCT 20 1942

PAUL DEEK, Secretary of State

By *Paul Deek*
Deputy

Subject: Supreme Court Decision
Increase in State
Participation for Prior
Periods - Aid to Needy
Children

The Supreme Court decision, discussed in Department Bulletin No. 196, increased the basis for State participation in Aid to Needy Children, retroactive to October 1, 1939, as well as for current periods. It is now necessary to compute the additional State funds due the counties from October 1, 1939 through September 30, 1942, and reimbursement will be made as follows:

PRIOR CLAIMS
BASIS FOR
REIMBURSE-
MENT

Unless informed by the counties to the contrary on or before November 1, 1942, the State will assume that all cash aid paid has been reported on the claims on file with the State Department of Social Welfare. Aid paid in kind is not reimbursable. Supplemental claims for the additional amounts due from October 1, 1939, will not be necessary if all cash aid paid has already been reported. Supplemental claims need be filed only if the total amounts were not previously shown.

NOTIFICATION
TO COUNTIES
OF AMOUNTS
OF REIMBURSE-
MENT

For counties not filing supplemental claims, the State Department will start immediately to compute the amounts due from the claims already on file in the State office and the additional funds will be added to current claims. The counties will be informed of the amounts due in claim correction letters covering current claims. Only the total amounts due for each past month will be listed. If counties wish to know the details on individual cases, the claims will be open for inspection in the office of the State Department of Social Welfare at Sacramento.

METHOD OF
REIMBURSE-
MENT

Separate warrants for the additional funds due for past periods will not be issued by the State Controller. Such amounts will be applied as credits against the advances for current quarters and the proper adjustments will be made on subsequent quarterly advances.

BASIS FOR
STATE
PARTICIPATION

On January 1, 1940, Federal participation was increased from one-third to one-half of the amount paid up to \$18.00 for one eligible child and up to \$12.00 for each additional eligible child in a family group. Therefore, for the period from October 1, 1939 through December 31, 1939, the maximum basis for State participation for children eligible to Federal aid is now increased from \$22.50 to \$28.50 for one child and \$26.50 for each additional child of a family group, and from January 1, 1940, the maximum State basis was raised to \$31.50 for one child and \$28.50 for each additional child eligible to Federal aid. Adjustments of State funds will be computed accordingly.

CERTIFICATION IN LIEU
OF NOTICE OF
CHANGE

Attached is a sample of a certification to be signed by the proper county officials and submitted in duplicate. This certification will be accepted in lieu of notices of change covering the increased amounts for the period from October 1, 1939 through September 30, 1942, and must be on file in the State Department of Social Welfare before the additional amounts may be credited. Three copies of this form are being forwarded to each County Welfare Director.

COLLECTIONS

All increased State grants now being computed will be subject to later adjustment in cases for which collections have been made but not reported to the State Department of Social Welfare. It will be the responsibility of every county receiving additional State funds for prior periods to report all collections heretofore unreported due to the fact that they were applied only to amounts paid over and above the old basis for State participation of \$22.50 per child. Such collection schedules are to be submitted to the State Department of Social Welfare at the earliest possible date.

NOTICE TO
STATE DEPARTMENT

Please notify the State Department of Social Welfare at once as to whether the claims now on file include all cash aid which is subject to reimbursement.

Very sincerely yours

Martha A. Chickering
MARTHA A. CHICKERING, Director
Department of Social Welfare

(Authority: Sections 1554 and 1560,
Welfare and Institutions Code:
Supreme Court Dec. - LA18249)

Attach.

Dept. Bul. No. 196-A

REQUEST OF COUNTY OF _____ TO STATE DEPARTMENT OF
SOCIAL WELFARE FOR RECOMPUTATION OF CHILD AID CLAIMS FILED FOR MONTHS
OCTOBER 1939 THROUGH SEPTEMBER 1942

In view of the decision of the State Supreme Court in the case of
Los Angeles County v. Riley, et al, the County of _____ requests
the State Department of Social Welfare to recompute the State share of Aid to Needy
Children paid by this county from October 1, 1939 through September 30, 1942, and in
support of such request does submit the following:

AFFIDAVIT OF WELFARE DIRECTOR

STATE OF CALIFORNIA)
) SS
COUNTY OF _____)

_____, being first duly sworn, deposes and says
that ___ he is the county official responsible for the administration of Aid to Needy
Children in and for said county; that the amounts shown in the "warrant" columns of
said county's monthly reports of aid paid to needy children from October 1939 through
September 1942 constitute cash aid paid in behalf of the children named on said re-
ports as provided in the Aid to Needy Children provisions of the Welfare and Insti-
tutions Code.

On behalf of said county the undersigned requests the State Department of
Social Welfare to recompute the state share of Aid to Needy Children for the months
named and to base such recomputation upon the amounts shown in the "warrant" columns
of said county's monthly reports of aid paid to needy children.

On behalf of said county the undersigned further requests the State Depart-
ment of Social Welfare to accept this document in lieu of individual Notices of
Change covering child aid cases affected for the period October 1, 1939 through
September 30, 1942.

Subscribed and sworn to before me
this _____ day of _____
19____.

Signature of Welfare Director or
Official in Charge

Title

Title

APPROVAL OF CHAIRMAN OF BOARD OF SUPERVISORS

I approve this county's request for recomputation of the State's share of
Aid to Needy Children as herein outlined.

Date _____

CERTIFICATION OF COUNTY AUDITOR

I hereby certify that warrants in the amounts shown in the warrant columns of
this county's monthly reports of Aid to Needy Children from October 1939 through
September 1942 were issued and charged to funds for aid in accordance with the Aid
to Needy Children provisions of the Welfare and Institutions Code.

Date _____

Submit in duplicate to State Department of Social Welfare, 616 Kay Street, Sacramento
10/42 13 200

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET ST.

Culbert L. Olson
Governor

STATE OF CALIFORNIA

Department of Social Welfare

MISS MARTHA A. CHICKERING
DIRECTOR

Sacramento
October 14, 1942

SOCIAL WELFARE BOARD
ARCHIBALD B. YOUNG, CHAIRMAN
900 S. SAN RAFAEL AVENUE
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B. H. KOENIG
1680 NORTH VINE STREET
LOS ANGELES

J. STITT WILSON
1745 HIGHLAND PLACE
TURKEY

DEPARTMENT BULLETIN NO. 198

TO: COUNTY WELFARE DEPARTMENTS
COUNTY BOARDS OF SUPERVISORS
COUNTY AUDITORS

IN REPLY PLEASE REFER
TO:

Subject: Changes in War Services Programs:
New Fiscal and Statistical Reporting
Procedures
1) Services and Assistance to
Enemy Aliens
2) Civilian War Assistance

The State Department of Social Welfare has completed two agreements with the Social Security Board for the operations of War Services programs presently carried under a plan of direct disbursement by the Federal agency; one agreement covers Assistance to Enemy Aliens affected by governmental action, and one covers Civilian War Assistance. A copy of departmental letter of transmittal and a copy of the agreement on enemy aliens are attached for your information. The agreement for Civilian War Assistance is identical except for the program reference. The Department of Social Welfare expects to place into operation November 1, 1942, the plans as outlined in the agreements for obligations incurred on and after November 1, 1942.

Effective immediately the Social Security Board under authority granted to it by the Federal Security Administrator has designated the State Department of Social Welfare as the agency of the Federal Government within the State of California to administer (1) the emergency program providing temporary aid with respect to enemy aliens and other persons whose presence in certain areas is deemed dangerous, as authorized by the President's letter of Allocation dated February 6, 1942, (No. 42-74), as amended by the President's letter of Amendment of March 23, 1942 (No. 42-105), and (2) the emergency program providing temporary aid with respect to civilians in need as the result of enemy action and as authorized by the Presidential Allocation dated February 6, 1942 (No. 42-70, as continued by Allocation No. 42-152).

The scope of the program has not changed and the policies outlined in Department bulletin series 181 and 191 will remain in effect although they will be restated in handbook form.

The change from Federal disbursement to County disbursement will call for changes in the fiscal and in the recording and reporting procedures. These major changes are outlined below:

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Fiscal Procedures

CLAIMS FILED WITH
SDSW EFFECTIVE
NOVEMBER 1, 1942
FOR

- 1) SERVICES AND
ASSISTANCE TO
ENEMY ALIENS
AFFECTED BY
GOVERNMENTAL
ACTION
- 2) CIVILIAN WAR
ASSISTANCE

I. Effective November 1, 1942, counties will cease using Federal disbursement orders in providing assistance or other care to eligibles under the above named programs and disbursements will be made directly from county funds. Reimbursement for assistance expenditures under these programs will be claimed by the county on forms No. WS-1 (DFA), War Services Assistance Affidavit and No. WS-2 (DFA), War Services Assistance Claim. Reimbursement for Administration will be claimed on form No. WS-3 (DFA), War Services Administrative Expense Affidavit. Due to the past experience of the counties in compiling Administrative Expense Affidavits and Worksheets for Reimbursement of Expenditures incurred for Aged, Blind, and Children's Aid, it is not anticipated that counties will experience difficulty with these procedures. The procedures and forms for filing claims are now being prepared and will be released to the counties in the near future.

PAYMENTS TO
GERMAN
NATIONALS

II. Payments to German Nationals provided through the Swiss Consul will continue to be made directly by the Swiss Consul and will not be subject to claim through the State Department of Social Welfare.

ADVANCE TO
COUNTIES

III. Although the general operations will be on a reimbursement basis, in case of emergency or if conditions warrant the State Department of Social Welfare will advance funds to counties unable to finance the war services programs out of county funds. These advances will be handled on an estimate basis in a manner similar to that employed for Aged, Blind, and Children's Aid. It is not anticipated that counties will use the advance method but, should an emergency arise, certain counties may wish to secure advance funds because of the enormity of the expenditure involved. In that event it will be necessary to develop special procedures.

RECEIPTS AND
ACCOUNTING
RECORDS

IV. May we emphasize that appropriate receipts and accounting records must be maintained in compliance with Federal, State, and County rules and regulations and must be available in a specific office in the county to support all expenditures. Expenditures under these programs will be segregated from those for other programs. This means that separate accounts will be maintained for the recording of such expenditures and financial transactions relative to such expenditures. These records will be audited at a later date by Federal and State representatives. Such audit will be made in strict compliance with existing county rules and regulations in each county and with specific regard to rules and regulations promulgated by the State Department of Social Welfare under the agreement with the Federal Security Agency. Detailed instructions will follow in a handbook soon to be released.

Statistical Reporting

It will be necessary for counties claiming reimbursement for Assistance to Enemy Aliens affected by governmental action and for Civilian War Assistance to submit monthly statistical reports to the State Department of Social Welfare on cases requesting assistance and on obligations incurred under these programs.

[illegible][illegible][illegible]

It is requested that you advise the Bureau of the results of your investigation.

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...the ...
...the ...

[illegible]

100-443887-100

[illegible]

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 08-19-2007 BY 60322 UCBAW

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Social data reports also will be required on each case requesting assistance under these programs. A supply of the necessary reporting forms and instructions will be sent to you at an early date.

Very sincerely yours

Martha A. Chickering

MARTHA A. CHICKERING, Director
Department of Social Welfare

(Authority: Sections 113 and 120,
Welfare and Institutions Code)

Attach.

C O P Y

August 17, 1942

Federal Security Agency
Social Security Board
Washington, D. C.

Gentlemen:

Attached is a proposed agreement signed by the proper officials of the State of California, of which this is a part, whereby the Department of Social Welfare of the State of California agrees to act as the agent of the Social Security Board in administering a program providing aid with respect to enemy aliens and with respect to civilians in need as the result of enemy action.

It is understood that the words "subject to proper accounting and financial adjustments" in the body of the agreement refer to the usual and proper auditing methods and do not refer to adjustments which would result in charging the State of California or the Department of Social Welfare with the amounts of moneys which may be expended in cases where individual judgment must be exercised even though it is later ascertained that such judgment was in error, but rather this phrase refers to the accounting of all funds expended and balances left within said trust.

This is necessary as the State of California has no appropriation whereby moneys can be expended for the purposes outlined in this agreement, nor are there available any funds by which refunds could be made due to errors in judgment.

Very truly yours,

/s/ M. A. Chickering

MARTHA A. CHICKERING, Director
Department of Social Welfare

Attachment

Federal Security Agency
Social Security Board
Bureau of Public Assistance

C O P Y

ASSISTANCE TO ENEMY ALIENS AFFECTED BY
RESTRICTIVE GOVERNMENTAL ACTION

SOCIAL SECURITY BOARD - STATE AGENCY AGREEMENT

The Social Security Board, under authority granted to it by the Federal Security Administrator, hereby designates the Department of Social Welfare of the State of California as the agency of the Federal Government within said State to administer the emergency program providing temporary aid with respect to enemy aliens and other persons whose presence in certain areas is deemed dangerous, authorized by Presidential allocation, February 6, 1942 (No. 42-74), as amended by the President's letter of amendment, March 23, 1942, (No. 42-105 and as continued by allocation No. 42-152) copies of which are attached hereto and made a part hereof.

The Social Security Board will reimburse the Department of Social Welfare of the State of California by appropriate certification, from time to time, to the Secretary of the Treasury, and transmittal by the Secretary of the Treasury to the Treasurer of the State of California, of funds equivalent to the sum expended by the designated agency for the purposes indicated in the President's letter of allocation, as amended, and in governmental orders and instructions issued thereunder. Upon specific request from the designated agency, the Social Security Board may in its discretion advance funds in cases where such action is deemed necessary.

The Department of Social Welfare of the State of California hereby accepts this designation and undertakes to carry out this assignment in accordance with the instructions issued by, and within the standards and in accordance with the procedures promulgated or prescribed by the Social Security Board. The designated agency further undertakes to maintain records of its acts and disbursements to be available for Federal audit or other inspection and investigation and to report all of its activities under such designation, and to account for all funds received hereunder.

Subject to proper accounting and financial adjustments and the three attachments hereto, this designation and acceptance is revocable by either party upon written notice.

Dated this _____ Day of _____, 1942

Department of Social Welfare, State of California
(Name of State agency)

Social Security Board
(Social Security Board)

By /s/ Martha A. Chickering
Director

By /s/ O. W. Powell
Executive Director

Charles G. Johnson
State (Treasurer or Custodian of Funds)
By C. C. Cotter Deputy

Harry B. Riley
State Controller
By /s/ Clarence H. Smith Deputy